

**CITY OF HALLANDALE  
ADMINISTRATIVE POLICY**

**DATE OF ISSUE: February 4, 1998**

**NO.: 1003.022**

**EFFECTIVE DATE: February 4, 1998**

**SUBJECT: UPGRADE PAY FOR  
MANAGEMENT EMPLOYEES**

**REVISION DATE:**

**APPROVED:**

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R. J. Intindola, City Manager

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**RELATED POLICIES: 1004.008/R1, DEFINITION OF MANAGEMENT EMPLOYEES**

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**I. PURPOSE/INTENT**

The purpose of this Administrative Policy is to identify the circumstances under which a Management or Non-Civil Service employee can receive upgrade pay for working in a higher position.

**II. DEFINITIONS**

Management Employee: Those employees identified in Administrative Policy #1004.008/R1.

Non-Civil Service Employee: Those employees specifically exempted from Civil Service by the City Commission.

Upgrade Pay: Pay received by an employee whose position is upgraded while they fill a vacant position.

**III. POLICY**

It is the Policy of the City of Hallandale that Management and Non-Civil Service employees be paid additional pay when their positions are upgraded due to the addition of a vacant position's duties.

**IV. PROCEDURES**

1. Upgrade Pay will be received as long as the position is upgraded except for when the employee is absent for more than seven (7) calendar days. During absences exceeding seven (7) calendar days, the employee will receive their regular pay only.

**V. ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES**

1. It shall be the responsibility of the Personnel Department to maintain and update this Policy.