

Williamson County Board of Education



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5.1162

TEMPORARY PROMOTIONS

1 The Superintendent is authorized to fill temporarily vacated, critical administrative positions with
2 current, qualified employees. A temporary promotion occurs when an employee is asked by the
3 Superintendent to assume additional substantial responsibilities outside of the current position as
4 a result of a vacant position. The employee must be placed in a higher-level position for a
5 specified period of time with the employee returning to his/her regular duties at the end of the time
6 period. This policy is not intended to replace employees on approved sick or vacation leave. The
7 Board of Education will adhere to this policy if it is necessary to fill the Superintendent position on
8 a temporary basis.
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10 A temporary promotion is for no less than twenty (20) working days and no longer than twelve (12)
11 months. The Board of Education can extend this period.
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14 Pay rates for temporary promotions will be in accordance with the salary schedule for the position,
15 which is in effect at the time the upgrade occurs. If there is no salary schedule for the position, the
16 individual who is temporarily promoted will receive the same salary as the former incumbent or the
17 minimum for the position, whichever is closest to the temporarily promoted employee's salary.
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19 Whenever a pay increase occurs while the position is being temporarily filled, the employee will
20 receive the new minimum, or the adjustment to pay, received by other similarly situated permanent
21 employees. When the employee returns to his/her regular job, the employee will receive any
22 adjustments to pay for the new fiscal year, as approved in the Budget. The Human Resources
23 Assistant Superintendent is responsible for calculating all pay changes. Budget amendments will
24 be sought if insufficient funds are anticipated at the end of the fiscal year.
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27 Leave accruals will be adjusted, if applicable, to reflect the accruals associated with the position
28 the employee is temporarily filling.
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30 In the event the temporary promotion places the employee under a new supervisor, the new
31 supervisor will be responsible for the employee's work schedule, leave approvals, and any other
32 work assignment requests, while the employee is on temporary assignment.
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34 The responsibility for conducting the employee's performance appraisal, while on temporary
35 assignment, should be flexible to the degree that the supervisor who best knows the employee's
36 work and performance writes the appraisal. The appraisal may also be prepared collaboratively
37 by the new and regular supervisor.
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