



TITLE: Special Project Pay		POLICY: HR-414-2025
EFFECTIVE DATE: 9/15/2025	SUPERSEDES: HR-411-2023	PAGES: 2
Mayor: <small>DocuSigned by:</small> Christine Frizzell	DEPARTMENT DIRECTOR: <small>Signed by:</small> Annie Vandenkooy	

APPLICABLE TO:

This policy applies to all non-represented employees not covered under a collective bargaining agreement or employment agreement.

POLICY STATEMENT:

The City recognizes that in certain circumstances special project pay may be warranted.

PURPOSE:

Special project pay is a type of pay assignment in which an employee receives pay for a significant job assignment outside their scope of employment and not typically performed by another City job classification. This policy does not address “working out of class” assignments.

RESPONSIBILITIES:

Under the authority of the Mayor, the Mayor may approve special project pay on a case-by-case basis in consideration of factors including:

- The special project is outside the employee’s scope of employment.
- The special project is not work that is typically performed by another City job classification.
- The work is not routine and must be performed within a specific time period (i.e., start and end date).
- The employee is qualified to perform the work.

Special project pay is in the form of a percentage premium applied to the employee's base wage. The Mayor may discontinue special project pay at any time for any reason.

The Mayor's decision to decline a request for special project pay cannot be grieved or appealed. The Mayor holds all authority to administer or revise this policy as outlined in the Employee Handbook.

PROCEDURES:

A request must be made to the Mayor. If approved, a copy of the Mayor's authorization for special project pay will be sent to Human Resources for processing.

The request for special project pay must be requested by memorandum to the Mayor. The memorandum request shall include all three elements below:

1. The justification for the project pay premium.
2. The calendar dates the special project pay will begin and terminate. If upon the termination date, the project has not concluded, the premium pay will be concluded.

The Director may request an extension for special project pay by submitting a new request outlined herein to the Mayor for consideration and approval.

3. The percent (%) increase of base pay requested. Increase increments may be a minimum of 10% of the employee's base pay, to a maximum of 18% of the employee's base pay and must be defined in percentage in the request.