



CITY OF PROVIDENCE

4.5 OUT OF RANK COMPENSATION POLICY

Purpose

The purpose of this policy is to establish consistent guidelines for providing additional compensation to City employees who are temporarily assigned to perform the full duties and responsibilities of a higher-ranking position on an acting or interim basis.

Scope

This policy applies to all union-represented employees of the City of Providence, including employees of the Providence Water Supply Board and civilian employees within the Providence Public Safety Departments.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

Policy

1. Policy Statement

- A. When a bargaining unit employee is temporarily assigned to work in an out-of-rank position that is, a position with different scheduled working hours and/or a different compensation class they shall assume the scheduled working hours, and salary associated with the out-of-rank position for the full duration of the assignment.
- B. Upon returning to their regular position, the employee's scheduled working hours and salary shall revert to those that are appropriate for their original position.

2. Eligibility Criteria

Employees may be eligible for out-of-rank compensation when all the following conditions are met:

- A. The employee is formally assigned in writing by the department director to perform the duties of a higher classification.
- B. The assignment lasts a minimum of one full workday.
- C. The employee assumes the full scope of duties and responsibilities associated with the higher classification.
- D. The higher-level position is vacant due to leave, vacancy, or other approved reason.

3. Compensation

- A. Employees working out of rank shall be paid at the salary rate established for the position they are temporarily filling, paid at the rate established for the position at the first step that provides at least a 3% increase.
- B. It is the rate of the position, not the rate the current employee makes, that determines the applicable compensation during the out-of-rank assignment.
- C. Compensation shall begin on the first full day of the out-of-rank assignment and continue through the end of the assignment.
- D. Employees shall follow the scheduled hours of the out-of-rank position, including any variations in shift times, weekend work, or overtime eligibility.



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4. **Reversion to Regular Position**

When the out-of-rank assignment concludes, the employee shall immediately return to the scheduled hours, and salary associated with their regular classification. No ongoing compensation or schedule changes will remain in effect after the end of the temporary assignment.

5. **Compliance**

- A. Failure to adhere to the provisions of this policy may result in corrective action in accordance with City personnel policies, collective bargaining agreements, and applicable law; including but not limited to:
 - 1. Reversal of unauthorized out-of-rank assignments
 - 2. Repayment of improperly issued compensation
- B. The Department of People and Culture shall monitor compliance with this policy and may conduct periodic audits of out-of-rank assignments to ensure consistent application and prevent misuse. Any discrepancies or violations identified through audits or employee complaints will be investigated and addressed promptly.

Other Related Information:

[Local 1033 Collective Bargaining Agreement](#)