

Acting Pay

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1.0 POLICY

The nature, timing, or other special circumstances surrounding certain work activities may warrant compensation for assuming the work of a position of greater value in addition to the employee's own work assignments.

2.0 PURPOSE

To provide for effective management of Town services and supervision of employees during an employee's absence, Department Directors may request additional compensation for an employee who meets the minimum requirements, and assumes the work of a position of greater value in addition to his own work assignments during the absence. The Town recognizes that occasionally when an employee is out of work for an extended period of time that another employee will need to assume the absent employee's duties to ensure service to the citizens is not interrupted. In order to recognize the additional effort required, the Town may authorize Acting Pay. This policy outlines those situations and conditions where Acting Pay may be authorized.

3.0 SCOPE

This policy applies to all benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy Position Types**.
- 4.2 **Acting Pay** - A temporary supplement to an employee's pay when the employee is acting in a higher capacity.
- 4.3 **Higher Capacity** - A level of work substantially greater in responsibility and complexity than that of an employee's current job assignment and which is recognized at a salary grade of greater value.

5.0 ORGANIZATIONAL RULES

- 5.1 In order to be eligible to receive additional compensation for acting in a higher capacity, the employee must meet the minimum requirements of the higher position. The position against which the employee is acting must be either 1) vacant due to an employee termination, or 2) the incumbent employee must be absent from work. For employees acting against vacant positions, or in the stead of other employees, the following conditions must be met:
 - A. **Vacant Position** - Employees acting in a higher capacity against a higher-level, vacant position are eligible, at the department's initiation and with Town Manager's approval, to receive an Acting Pay supplement. The supplement does not change the employee's monthly salary rate.
 - B. **Absent Employee** - Employees acting in the stead of an employee absent due to illness, injury or long-term offsite training, are eligible for this additional compensation once the absence exceeds one month. The absence must be at least (no less than) 30 calendar days. Leave records must be updated and reflect

- that the employee is indeed absent due to illness, injury, or training before the supplement will be paid.
- 5.2 Employees acting in the stead of another employee on special assignment within the department or light duty assignment, or for any other reason, are not eligible for the Acting Pay supplement.
 - 5.3 The acting employee must assume the responsibilities of the higher-level position in addition to his own regularly assigned responsibilities. Subordinates and other employees will not be compensated for assuming the acting employee's responsibilities (no "trickle-down" effect).
 - 5.4 The acting employee must assume the responsibilities of the higher-level position for **all** of the work or duty days in the 30-day calendar period.
 - 5.5 Acting Pay will not be awarded for less than 30 calendar days, except that continuation of an ongoing pay supplement may be paid for one full payroll period when the employee continues in the acting role for that amount of time beyond the initial 30-day calendar period.
 - 5.6 Employees acting in a higher capacity will normally **not** receive compensation for acting in a higher capacity for more than six months.

6.0 PROCEDURES

- 6.1 Department Directors who determine that Acting Pay is warranted based on circumstances that meet the conditions of this policy will send a recommendation in writing to the Human Resources Department. The recommendation must contain the following:
 - A. The name of the employee who is to receive the Acting Pay
 - B. The position against which the employee is to be acting
 - C. The expected duration of the Acting Pay period, and
 - D. The reason or reasons the acting pay is warranted.
 - E. The minimum requirements stated in the position description of the vacant position, and a resume or summary of the education, experience and skills of the employee who is to receive the Acting Pay.
- 6.2 The Human Resources Department will review the recommendation with the Town Manager and will notify the Department Director if the recommendation is approved and if not, why. The notification will also indicate when the Acting Pay will begin so the department can notify the employee.
- 6.3 The acting pay calculation will be made from the beginning day of the next full pay period when the employee began serving in the acting role.
- 6.4 All initial payments of Acting Pay (for the first 30-day calendar period) will be made retroactively, if necessary.
- 6.5 The pay supplement will be calculated as 5% of the acting employee's bi-weekly pay.

7.0 APPENDIX, APPENDICES

None