City Personnel Policy

ACTING PAY

POLICY: 307

Council approval: 06/14/2021 # Pages: 2

POLICY:

It is the policy of the City to compensate an employee for assuming, the duties of a higher level position when it is necessary to have an employee available to make significant decisions that should not be deferred or referred to a higher level. However, acting pay is not given as a matter of course. It should be considered part of the ongoing duties of second in command personnel to fill in for their supervisors during a temporary absence.

APPLICABILITY:

All full time regular employees.

TYPES:

Short Term Assignment: A work assignment requiring full and unique responsibility for eight (8) hours or more but less than twenty (20) days.

a). **Assignment as Lead Worker:** Acting pay of an additional $1.25 per hour shall be paid to employees who are assigned as acting lead worker in the field. In addition to regular duties, duties should include, but not limited to, overseeing the project, assigning work to other employees, submitting work orders, and communicating as needed with the supervisor.

b). Assignment as Supervisor: Acting pay of additional $2.50 per hour shall be paid to employees who are assigned as acting supervisor in the field. In addition to regular duties, duties should include, but not limited to, supervising a team(s) of 5 or more, assigns and directs employees who perform the various tasks necessary to ensure efficient operation and/or maintenance.

Long Term Assignment: A work assignment requiring full and unique responsibility for twenty (20) days or more but no more than 6 months.

- Acting pay for long term assignments shall be paid for absences twenty (20) days or more for reasons including but not limited to long term disability, FMLA Leave, military leave, or prolonged position vacancy. Any employee temporarily filling a vacancy in a position of higher grade for twenty days or more, shall receive the greater of 1). salary paid in such higher grade, step one or 2) the lead or supervisor acting pay as outlined above.

- Acting pay shall not be for a period of time to exceed six (6) months. If acting pay is required for longer than a six (6) month period, the Department Head must submit a new request for the extended period.

PROCEDURE :

- Acting pay must be warranted and acting employees must assume the full and unique responsibilities of the higher level position.
- Acting pay is only for time worked and will not apply to any paid time off (sick, vacation days, holidays) while in an acting capacity. There shall also be no compounding of wages. Refer to Policy #301 - Pyramiding of Pay Prohibited.
- Requests for acting pay shall be initiated as soon as the need for acting coverage is determined in order to allow sufficient time for the request to go through the necessary approval process.
- Short term assignment acting pay must be authorized in advance and tracked in the time keeping system.
- Long term acting pay, including transition from short to long term, must be tracked on a Personnel Action Form and authorized in advance by the Department Head and Mayor or Mayor designee.