

ACTING POSITION PAY

Amended 10/30/06

1. PURPOSE

The purpose of this policy is to provide in certain instances where it is anticipated that an employee will be required to perform significant portions of duties of a higher paid classification for a period of more than four consecutive weeks, the department head may authorize acting position pay to compensate that individual for the increased duties.

2. POLICY

The job descriptions for each classification set forth the normal duties to be performed by individuals in that classification. The performance by any individual of some of the duties normally assigned to another classification on an occasional basis does not entitle that individual to additional pay. In instances where it is anticipated that an employee will be required to perform significant portions of duties of a higher paid classification for a period of more than four consecutive weeks, the department head may authorize acting position pay to compensate that individual for the increased duties. The amount of acting position pay to compensate employees temporarily assigned to perform in a higher pay classification shall be one-half the difference between their current pay and the first step of the pay schedule for the individual they are temporarily replacing, but not less than 50 cents per hour. Acting position pay may also be awarded retroactively if an employee has been required to perform significant portions of the duties of a higher paid classification for a period of more than four consecutive weeks due to a temporary absence that was not initially anticipated to last for more than four consecutive weeks.

This policy shall not apply to chief deputies of elected officials because their rate of compensation already takes into consideration that they may be required to perform additional duties in the absence of the elected official.