

ACTING PAY

POLICY

Employees will be provided with Acting Pay when they perform the duties of a position at a higher rate of pay on an acting basis for a period of three or more consecutive business days.

DEFINITIONS

“Acting” – Performing the duties of a higher paid position.

“Hamlet” means Hamlet of Enterprise

“MACA” means Municipal and Community Affairs

“SAO” means Senior Administrative Officer

GUIDELINES

1. The SAO has authority to approve Acting Pay.
2. Acting pay will only be provided in cases where an employee acts in a position at a higher rate of pay for three or more consecutive business days.
3. Acting pay for all employees will equal to an additional 10% of the acting employee's regular pay.
4. Employees are provided with acting pay from the first day they are approved to act.
5. An Acting SAO position must be approved by way of Council Resolution.

ATTACHMENTS

Acting Authorization Form

REFERENCES

N/A



HAMLET OF ENTERPRISE ACTING AUTHORIZATION FORM

This is to confirm that:

Employee (please print)

Title

will be temporarily authorized to perform all or a portion of the responsibilities in the following position:

Position (please print)

Acting Dates (start to end)

The employee will be entitled to a 10% increase in his/her regular rate of pay during the authorized acting period.

Senior Administrative Officer (please print)

Employee (please print)

Senior Administrative Officer (signature)

Employee (signature)

Date

Date