

## **PERSONNEL**

### **Salary Adjustments for Acting Pay and Temporary Duty/Overload Compensation**

Acting Pay compensation may be provided to a full-time employee who assumes the duties and responsibilities on an interim basis of a position on a higher pay grade while retaining few of the duties and responsibilities associated with his/her own position.

Temporary Duty/Overload compensation may be provided to a full-time employee in order to facilitate flexible staffing needs and/or for assuming responsibility for a special project that is clearly outside the scope of the employee's regular job responsibilities. In effect, the employee is functioning at another level while retaining significant elements of his/her normal position.

#### **A. General Guidelines**

1. Acting Pay is provided to an employee under the following conditions:
  - a. The employee is performing the duties and responsibilities of a position of a higher pay class or grade;
  - b. The incumbent of said position is on extended leave or the position is vacant; and
  - c. The absence of the incumbent of said position or the vacancy is expected to

~~continue for a minimum of 30 consecutive working days;~~

~~d. All requests/documentation must have the approval signature of the appropriate department head prior to submission to the Chief Human Resources Officer for authorization; and~~

~~e. The period of time that an employee can receive acting pay is not to exceed six months without the approval of the Chief Human Resources Officer.~~

~~2. Temporary Duty/Overload Compensation may be provided to an employee under the following conditions:~~

~~a. The exact nature or extent of the employee's assumption of the temporary duties is deemed to be outside the scope of the employee's normal duties and the employee retains significant aspects of his/her position;~~

~~b. The additional duties/responsibilities are of a special or non-ongoing nature, making it impractical to hire another employee;~~

~~c. The length of time necessary for the employee to perform the temporary duty is no less than 30 working days and is subject to a review every three (3) months;~~

~~d. The appropriate Cabinet member must submit all requests/documentation to the Chief Human Resources Officer.~~

Authorization for temporary duty/overload compensation must be granted by the Superintendent; and

- e. ~~Assignments are assumed to be for less than one year. If an assignment is expected to exceed one year, the Superintendent must re-approve the continuance of the assignment and any salary adjustment. If the assignment becomes permanent, the provisions for reclassification or promotion shall apply.~~

## **~~B. Compensation~~**

- ~~1. Acting Pay - The acting appointee shall receive an acting pay allowance utilizing the current percentage increase for promotions. (Refer to School Board Regulation 2-48.1 Salary Adjustments for Promotions/Demotions)~~
- ~~2. Temporary Duty/Overload Compensation - An employee assuming temporary duties as outlined in Section A above shall receive an allowance calculated on his/her base salary, at the rate of 2.5%.~~

## **~~C. Exceptions~~**

~~In accordance with Section G under School Board Policy 2-48, the Superintendent or his designee is authorized to provide compensation to individuals with critical knowledge, skills, and expertise.~~

## **Related Links**

School Board **Policy 2-48**

School Board **Regulation 2-48.1**

Approved by Superintendent: May 8, 2003  
Revised by Superintendent: April 5, 2011  
Scrivener's Amendments: August 10, 2013

**Regulation renumbered to 4-35.3**

*Cheryl R. Woodhouse*

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APPROVED AS TO  
LEGAL SUFFICIENCY

*Kamala H. Lencioni*