

PERSONNEL

Salary Adjustments for Acting Pay or Temporary Duties/Assignments Pay

A. Acting Pay General Guidelines

Acting Pay compensation may be provided to a full-time employee who assumes the full duties and responsibilities on an interim basis of a position on a higher pay grade under the following conditions:

1. The higher position is vacant due to an extended leave of the incumbent or the position is vacant; and
2. The employee in the acting role is expected to retain all or the majority of duties and responsibilities associated with the employee's own position;
3. The absence of the incumbent or the vacancy of the position is expected to continue for a minimum of 30 ~~consecutive~~~~consecutive -calendar~~business days;
4. Acting pay shall be retroactive to the date the acting role commenced;
5. 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
6. 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.

B. Temporary Duties/Assignments Pay General Guidelines

1. Temporary pay may be provided to a full-time employee in order to facilitate flexible staffing needs and/or for: 1) assuming responsibility for a special project that is clearly outside the scope of the employee's regular job responsibilities; or 2) assuming substantially greater number of duties or assignments to meet the needs of the School Division.
2. Temporary Duties/Assignments pay 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;
 - b. The additional duties/responsibilities are of a special or non-ongoing nature, making it impractical to hire another employee;

- c. The appropriate department head must submit all requests/documentation to the Chief Human Resources Officer. Authorization for temporary pay must be granted by the Superintendent;
- d. The length of time the employee will be performing the temporary duties or assignments is no less than 30 ~~consecutive~~consecutive ~~calendar~~business days and is subject to a review every three (3) months; 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.

C. Compensation

- 1. Acting Pay – An employee placed in an acting position shall receive no less than a 7% increase of the employee's current hourly rate for each pay grade above ~~their~~the employee's current position (for example, an employee in a pay grade 10 acting in a pay grade 12 will receive no less than a 14% increase for the duration of the assignment).
- 2. Temporary Duties/Assignments Pay - An employee assuming temporary duties as outlined in Section B shall receive a 6% increase to ~~their~~the employee's current hourly rate.

D. Exceptions

In accordance with School Board Policy 4-35, the Superintendent or designee is authorized to provide additional compensation options to individuals with critical knowledge, skills, and expertise.

Related Links

School Board [Policy 4-35](#)

Approved by Superintendent: May 8, 2003
Revised by Superintendent: April 5, 2011
Scrivener's Amendments: August 10, 2013
Revised by Superintendent: November 13, 2023

Revised by Superintendent::



11/8/2024


1/13/2025

APPROVED AS TO
LEGAL SUFFICIENCY

