

## 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 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 business days and is subject to a review every three (3) months; ~~and; and~~  
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- 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 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 the employee’s current hourly rate.

**D. Exceptions**

- 1. 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.
- 2. The Superintendent may waive the requirement of thirty (30) consecutive business days when such action is necessary to address and meet the operational needs of the division.

**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: January 13, 2025  
Revised by Superintendent: 2025

<p><b>CONTENT APPROVED</b>          September 4, 2025  <i>Ramona Roman</i>          Department of Human Resources</p>
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**APPROVED AS TO  
 LEGAL SUFFICIENCY,**

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