

POLICY 99-04

TOWN OF WOODSTOCK

DEPARTMENT COVERED: NON-UNION EMPLOYEES

SUBJECT: ACTING PAY POLICY

COUNCIL APPROVAL: October 25, 1999

DATE: IMMEDIATELY

## ACTING PAY POLICY

THIS POLICY RECOGNIZES THAT AS EMPLOYEES MAY BE REQUIRED TO ACT IN A SENIOR CAPACITY FROM TIME TO TIME IN ORDER TO ENSURE THAT A DEPARTMENT CONTINUES TO FUNCTION PROPERLY DURING A PERIOD OF ABSENCE OF A MANAGEMENT EMPLOYEE. THIS POLICY SETS OUT THE CONDITIONS AND PROCESS UNDER WHICH THE TOWN OF WOODSTOCK WILL COMPENSATE AN EMPLOYEE WHO ACTS IN A MORE SENIOR POSITION FOR A PERIOD OF TIME.

### "ACTING" CAPACITY

AN EMPLOYEE WILL BE DEEMED TO BE "ACTING" IN A SENIOR CAPACITY WHEN HE/SHE REPLACES A SENIOR EMPLOYEE WHO IS ABSENT DUE TO THE FOLLOWING REASONS:

- SICKNESS/LONG TERM DISABILITY.
- POSITION IS VACANT DUE TO LAY-OFF OR RETIREMENT.
- LEAVE OF ABSENCE.

### MANAGEMENT EMPLOYEES

FOR THE PURPOSES OF THIS POLICY, THE FOLLOWING POSITIONS ARE DEEMED TO BE MANAGEMENT EMPLOYEES:

C.A.O.  
D.A.S.  
PUBLIC WORKS SUPERINTENDENT  
DIRECTOR OF RECREATION AND COMMUNITY SERVICES  
POLICE CHIEF  
DEPUTY POLICE CHIEF  
FIRE CHIEF

### IMPLEMENTATION

WHEN AN EMPLOYEE OFFICIALLY ASSUMES THE FULL DUTIES AND RESPONSIBILITIES OF A SENIOR EMPLOYEE WHO IS ABSENT DUE TO THE AFOREMENTIONED REASONS, THE EMPLOYEE WILL RECEIVE THE RATE OF PAY, AT LEVEL ONE OF THE APPROVAL SALARY RANGE, BEGINNING AFTER TEN CONSECUTIVE WORKING DAYS.

EFFECTIVE DATE: OCTOBER 25, 1999

RECOMMENDED: K. C. HARDING, C.A.O.

APPROVED: COUNCIL