

Section/Number: Compensation Management - 006	Approval Date: (DD/MM/YY)
Subject: Acting Pay	Amendment Dates:
<p>Policy</p> <p>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.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) has authority to approve acting appointments and 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 an additional 10% of the acting employee's regular salary added to the current salary for the period of the acting appointment. 4. Employees are provided with acting pay from the day they are approved for the acting appointment. 	
<p>Attachments</p> <p>Acting Appointment Form</p>	
<p>References</p> <p>N/A</p>	

Community Government Acting Appointment Application

This is to confirm that:

Employee (please print)

Title

will be temporarily appointed to perform all or a preponderance of the responsibilities in the following position.

Title

for the period from _____ to _____.

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

Senior Administrative Officer

(Signature)

Employee

(Signature)