

COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual	FUNCTION: 1000 GENERAL GOVERNMENT SERVICES
	SECTION: 1400 PAYROLL AND BENEFITS

ACTING PAY POLICY #1401

POLICY STATEMENT

Acting pay may be granted to those personnel who are required to assume the duties of another employee who is absent, as per guidelines established.

PROCEDURES

1. As per I.U.O.E. Collective Agreement, Local 955, where an employee relieves for a period in excess of one (1) day in a position having a different wage rate than the employee's regular wage rate, he shall be paid at the wage rate for the position in which he is relieving.
2. Acting pay may be granted to those non-union personnel who are required to assume the duties of another non-union employee for a period of at least six (6) weeks in extra ordinary situations (i.e. in the case of illness or injury, leave of absence, education leave or interim appointment in a vacant position).
3. The relieving employee shall be paid at the first salary level of the pay range assigned to the relieved position that is monetarily higher than his/her own. In the case the position is a lesser rate of pay, the employee's rate will not be reduced.
4. Acting pay is not automatic and must be approved in writing, prior to commencing the job, by the appropriate supervisor, with a copy of the approval forwarded to the Personnel Officer to be accepted and be submitted to the County Administrator for final authorization. The final approved authorizations will be forwarded to the Payroll Department.
5. Acting pay is not automatic where a unionized employee agrees to fulfil the duties of the foreman. For short leave of absences, minimum of 5 working days, payment of \$100.00 per week for each consecutive week the unionized employee fulfils the duties of the foreman may be provided. The Acting Pay must be approved in writing by the appropriate supervisor, with a copy of the approval to the County Administrator for final authorization. The final approved authorizations will be forwarded to the Payroll Department.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
Oct. 7 2003, Ref. Page 2003/212 C	October 1, 1996	96/288 C	1 of 1