



## County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.1

Title Acting Pay

### 1. Policy Statement:

1.1. Acting pay may be granted to employees who are required to assume the duties of another employee who is absent.

### 2. Responsibilities:

2.1. Acting pay must be approved in writing by the CAO.

2.2. Acting pay for the position of CAO must be approved in writing on behalf of Council by the Reeve.

### 3. Guidelines:

3.1. 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, they shall be paid at the wage rate for the position in which they are relieving.

3.2. Acting pay may be granted to non-union employees who are required to assume the duties of another non-union employee for a period of at least five (5) days in special circumstances (i.e. in the case of illness or injury, leave of absence, education leave or interim appointment in a vacant position).

3.3. 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 their own. In the case the position is a lesser rate of pay, the employee's rate will not be reduced.

3.4. Acting pay is not automatic where a unionized employee agrees to fulfil the duties of the foreman. For leave of absences with a minimum of 5 working days, payment of \$200.00 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 CAO.

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