

The Corporation of the Township of North Kawartha

Acting Pay

Item	Details
Status	Draft
Policy Title	Acting Pay
Policy Type	Human Resources Policy
Policy Subcategory	Section B. Wage and Salary Information
Applies To	All Employees
Policy Owner	Chief Administrative Officer
Approval Authority	Council
Approval Date	
Effective Date	
Review Date	
Reference Documents	B-10 Acting Pay By-law 04/12
Legislation	

Acting Pay

1. Policy Statement

- 1.1. The Township of North Kawartha recognizes that employees may be required to temporarily assume the responsibilities of a higher-rated position due to absences, vacancies, leaves of absence, or operational requirements. The Township shall provide acting pay to eligible employees who are assigned to perform most of the duties and responsibilities of a higher-rated position for a specified period.

2. Purpose

- 2.1. The purpose of this policy is to:
 - 2.1.1. Ensure fair compensation for employees performing the duties of a higher-rated position.
 - 2.1.2. Provide consistency in the administration of acting assignments.
 - 2.1.3. Support operational continuity during temporary vacancies or employee absences.

3. Scope

- 3.1. This policy applies to all Township employees with the exceptions of temporary, seasonal, or contract employees unless specifically approved by the Chief Administrative Officer (CAO) or Council;

4. Eligibility

- 4.1. An employee shall be eligible for acting pay when:
 - 4.1.1. The employee has been formally designated by their Manager, Chief Administrative Officer, or designate to perform most of the duties of a higher-rated position.
 - 4.1.2. The acting assignment is expected to exceed ten (10) consecutive working days.
 - 4.1.3. The employee possesses the qualifications, skills, and competencies necessary to perform the assigned duties.
- 4.2. Acting assignments shall be documented in writing and approved by the appropriate Manager prior to commencement whenever possible.

5. Compensation

- 5.1. Eligible employees shall receive an acting pay premium of **\$2.00 per hour** for all hours worked in the acting assignment.
- 5.2. Acting pay shall commence on the first day of the approved acting assignment, provided the assignment exceeds ten (10) consecutive working days.

5.3. The acting pay premium shall apply only for hours worked in the acting capacity and shall not apply during vacation, sick leave, statutory holidays, or other approved absences.

5.4. Acting pay will cease immediately upon completion of the acting assignment.

6. Responsibilities

6.1. Employees

6.1.1. Employees assigned to an acting role are expected to:

6.1.1.1. Perform the duties of the higher-rated position to the best of their ability.

6.1.1.2. Maintain all professional and legislative requirements associated with the acting role.

6.2. Supervisors and Department Managers

6.2.1. Supervisors and Department Managers shall:

6.2.1.1. Assess operational needs requiring an acting assignment.

6.2.1.2. Ensure acting assignments are clearly communicated and documented.

6.2.1.3. Submit payroll authorization for acting pay in a timely manner.

6.3. Payroll

6.3.1. Payroll shall:

6.3.1.1. Maintain records of approved acting assignments.

6.3.1.2. Ensure acting pay is processed in accordance with this policy.

7. Exceptions

7.1. The Chief Administrative Officer may authorize exceptions to this policy where operational requirements warrant a different compensation arrangement, subject to budgetary considerations and applicable employment agreements.