

ADDENDUM XX OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-20-050. ACTING PAY COMPENSATION

- A. Classified and Unclassified Non-emergency service employees (excluding temporary employees and employees who are serving their initial probationary period) who are:
 - 1. Designated to perform the duties of a position that is of a higher pay range than their normal job due to an absence or,
 - 2. Designated for a special assignment as directed by the Division Director with approval from the City Manager or designee; or,
 - 3. Acting due to a vacancy where the employee is taking on partial responsibilities and/or does not meet the minimum requirements for the position (and is therefore not eligible for a temporary promotion); or,
 - 4. An unclassified employee when covering for a vacancy in the same pay range as their normal job.
- B. Acting pay assignments must be for ten (10) days (two (2) work weeks) or greater and should not last greater than six (6) months without approval by the City Manager.
- C. Acting pay will be paid retroactive to the effective date of the assignment.
- D. Classified positions that are approved by the Division Director to respond to an emergency situation, or are required by the Division Director to perform the duties of a position that is of a higher classification or range than their normal job due to a vacancy, absence, or required staffing level will receive Acting Pay Compensation under the following circumstances:
 - 1. Acting Pay will be paid hour-for-hour for each hour the employee works in a position within a higher pay range.

(Ord. No. 2022-23, Amended 10/20/2022); (Ord. No. 2025-XX, Amended XX/XX/XXXX)