

**POLICY: EXEMPT STAFF ACTING IN A SENIOR CAPACITY**

**POLICY #: B-HR-03**

**COMMITTEE:** Human Resources Committee  
**TOPIC:** Compensation and Benefits

**PASSED:** 24 September 2015  
**AMENDED:**  
**REVIEW PERIOD:** As required.

**PURPOSE**

This Policy is to recognize the additional duties and responsibilities the exempt employee is assuming and to compensate them fairly and accordingly.

**SCOPE**

The Policy applies to exempt library staff members.

**POLICY**

Exempt staff who are designated to act in a senior capacity and assume the duties and responsibilities of the more senior position for a week or more shall receive a salary increase of 8% for the duration that they are in the acting capacity.

Acting pay may be appropriate in the following circumstances:

- Operational needs require a designated replacement
- To provide learning and development opportunities
- Special projects outside normal scope of responsibilities
- Extended absences or vacancies

Typically, employees required to provide relief coverage or be the point of contact in the event of an emergency for another employee due to vacation, illness or other brief absence will not be eligible for acting pay.

Employees in positions that are compensated for regular replacement duties will not be eligible for additional acting pay, except in circumstances where the additional duties and responsibilities are not covered in the job description.

All acting assignments must be authorized, in writing, by the Director of Library Services in accordance with this Policy.

Additional compensation beyond the 8% may be considered under unusually compelling circumstances and where such a request is approved by the Library Board Chair. In this case, written documentation authorizing this should be provided to HR for file and audit purposes.

#### **ROLES AND RESPONSIBILITIES**

**The Library Board** is responsible for maintaining this Policy.

**The Director of Library Services** is responsible for authorizing acting assignments.

**The Director of Library Services and Human Resources** is responsible for administering this Policy.