

MANAGEMENT GUIDELINES FOR
EXEMPT STAFF ACTING IN A SENIOR CAPACITY

COMMITTEE:	Strategic Leadership Team	PASSED:	24 September 2015
TOPIC:	Exempt Staff Compensation	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

The following guidelines are used to implement the EXEMPT STAFF ACTING IN A SENIOR CAPACITY Policy.

1. Generally, acting designations will be made in writing in advance, unless extenuating circumstances require a retroactive appointment.
2. Exempt staff shall submit their timecard showing the acting assignment. Prior to entering the adjusted rate directly into the Payroll systems, the time entry clerk shall be advised of the acting assignment and rate, and shall be authorized to enter the time entry with the additional rate.
3. A week is defined as any five consecutive workdays and a statutory holiday is considered a workday with the statutory holiday also paid at the acting rate.
4. Entitlement to acting pay requires attendance at work for the acting period. Absences due to vacation during the acting period will negate the entitlement to the acting rate for that time, unless the period of acting is three months or more in duration.
5. Learning or development opportunities, or special projects that are eligible for acting pay must be linked to the employee's formal development and learning goals and/or for the needs of the Library.