

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.12 (20.8)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 10/29/03

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
TEMPORARY ACTING ASSIGNMENT
POLICY**

SUPERSEDES: 03/20/02

I. PURPOSE

To establish a policy for compensating full-time or regular part-time employees who are assigned in a temporary acting capacity to positions of substantially higher responsibility for a period of at least forty-five (45) consecutive calendar days.

II. DEFINITION

For the purpose of this policy, “substantially higher responsibility” shall be defined as a position which is at least two salary ranges above the employee’s classification; however, exceptions can be made by the City Manager or designee where circumstances warrant such consideration.

III. ELIGIBILITY

Full time and regular part-time employees, under the direction of the City Manager, are covered by the provisions of this policy.

IV. POLICY–

- A. Acting assignments shall be justified in writing and approved by the Department Head. A copy of the approval, justification and the completed Request for Personnel Action form must be sent to the Director of Human Resources.
- B. After the completion of forty-five (45) consecutive calendar days in the temporary acting assignment, compensation shall be retroactive to the employee’s first day of the assignment and continue until the end of the assignment. Normally, compensation shall be 5% above the employee’s regular rate of pay or the minimum of the range assigned to the position in which he/she is acting, whichever is greater. The Department Head may approve a higher level of compensation up to 10% above the employee’s regular rate of pay when extenuating circumstances warrant such consideration. In unusual circumstances, the City Manager may grant a higher level of compensation. The City Manager may waive the forty-five (45) day waiting period for compensation for department heads and higher level management temporary acting assignments.
- C. An employee serving in an acting capacity will receive any pay increase, which is due.

- D. Upon completion of the acting assignment, the employee will be returned to his/her former position at the range and salary that would have been paid had the acting assignment not occurred.
- E. Normally, acting assignments shall be limited to no more than twelve months. In extenuating circumstances, a department head may request approval for an extension of the twelve month period from the City Manager.