
DEPARTMENT: ALL DEPARTMENTS

TITLE: **REMUNERATION FOR ACTING POSITIONS POLICY**

Minutes reference date: September 15, 1997 page 103

PURPOSE

To set out a policy of the Town of Amherst to define the remuneration to be received when an employee is placed in an acting position.

POLICY STATEMENT

1. It is the intention of the Town to encourage employees to accept acting positions in order to further their experience and gain a greater understanding of the operations of the Town. It is further expected that employees will agree to accept acting assignments of a short term duration as part of their training and remuneration.
2. For an employee acting in a position for two weeks or less, there shall be no acting remuneration. This is intended to cover for vacations and short term illness.
3. For an employee acting in a position for greater than two weeks, the remuneration shall be the greater of:
 - a) the first step in the salary scale for the position in which the employee is acting; or
 - b) the employee's current salary level plus 10%
4. Acting pay is not to exceed the highest salary level of the position being replaced.