

APPROVED Karl W Kassel

## ACTING APPOINTMENTS

### I. GENERAL

It is the policy of the Fairbanks North Star Borough to compensate employees for performing work of a higher classification by use of "acting" appointments for assignments meeting the criteria as noted in this policy.

### II. PURPOSE

This policy establishes a uniform process for designating and compensating employees for acting assignments. This policy applies to the extent that it is not superseded by a provision in a Collective Bargaining Agreement.

### III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Human Resources shall maintain this policy.

### IV. POLICY

- A. All regular employees that are appointed to a higher position by means of a formal acting appointment, for a minimum period of five (5) consecutive working days for non-exempt employees filling in for non-exempt employees or three (3) days for acting assignments for exempt management or exempt non-represented positions, will be compensated at a higher rate of pay than their regular salary for the duration of the acting assignment.

### V. PROCEDURE

The purpose of these procedures is to set forth guidelines for acting appointments and the rate of pay for those appointments.

- A. When it is known that an employee is to be absent from the Borough for the time periods expressed above in IV A., the director/supervisor shall determine the operational necessity for an acting appointment. An acting appointment shall be made if:
  - 1. The employee's workload cannot be deferred until he/she returns without undue damage to the department's mission.
  - 2. The workload cannot be distributed to other departmental employees without overworking or re-classifying them. (One assumes that some functions may need to be absorbed by management staff to avoid classification conflicts.)
  - 3. A majority (more than 1/2 of the regular duties) of the duties/responsibilities in the higher job classification will be assigned to one employee.

- B. The appointment shall be made as follows:
1. The supervisor shall notify in writing the appropriate and necessary parties including the employee selected to serve in an acting capacity. The communication should address the dates of the acting assignment and briefly outline the responsibilities (more than 1.2 of the regular duties) that are delegated during the acting period.
  2. A copy of the communication appointing the employee to the acting assignment must be attached to a Personnel Action Form and forwarded to the Human Resources Department for processing. Human Resources will calculate the appropriate rate of pay. This action shall be taken before the acting appointment occurs or as soon as reasonably possible in situations where unanticipated absences occur.
- C. Compensation for acting appointments will be made only when the appointment is for a period of time not less than five (5) consecutive working days for nonexempt appointments and three (3) days for acting assignments for exempt management or exempt non-represented positions. The pay adjustment for nonexempt assignments will equal the employee's step on the appropriate grade of the acting assignment or 15% of the employee's current base pay, whichever is lower. The pay adjustment for exempt management and non-represented appointments will equal fifteen (15) percent of the employee's current base pay.

## VI. SUPPLEMENTAL INFORMATION

### A. References –

1. APEA Collective Bargaining Agreement, Article 20
2. ASEA Collective Bargaining Agreement, Article 26.06
3. Laborers Local 942 Collective Bargaining Agreement, Article 13

### B. Definitions –

1. Acting Appointment – any employee required to perform the majority of work in a higher job classification for the required timeframes and is therefore eligible for additional compensation.

### C. Attachments – None

### D. Revision History

Supersedes Policy No.	Effective Dates
35.04	10/30/89
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