



PERSONNEL POLICY LETTER # 5

CITY OF BOWLING GREEN

ACTING TIME STATUS FOR NON-BARGAINING PERSONNEL

This letter provides guidance with respect to granting "acting time" status and pay for non-bargaining salaried personnel.

POLICY

In accordance with Section 33.01 (V) of the City's Codified Ordinances, the Municipal Administrator or his designee may determine that it is necessary to temporarily assign a non-bargaining employee to perform the duties of a position above that which the employee currently holds for periods of more than 28 consecutive days. In such case the employee shall be temporarily reclassified to the higher job classification and shall receive an increase in pay, as established in Section (R) of Section 33.01 of the City's Codified Ordinances. The increase in pay shall occur following the 28th day; however, the employee will be retroactively compensated to the first day of the reclassification to the higher job classification and rate of pay.

Training periods at a higher level shall not be computed when determining "acting time." The employee, so assigned, must be assigned to and perform all the functions that are normally performed by an occupant of the higher classification in order to be reclassified and receive the increased rate of pay.

The intent of appointing an individual to "act" in the place of an absent employee is meant to provide a means to cover for that absent employee. Consequently, the individual appointed to an "acting" capacity needs to be available to work during the 28-day period established above. Therefore, the ability of an employee, who has been appointed to an acting position, to take leave during the initial 28-day period shall be at the discretion of the affected department head or his designee. Extended leaves exceeding five consecutive working days will not normally be approved.

Barbara A. Ford
Personnel Director

Date