

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: B-10
POLICY: Acting Pay			
DATE: OCT30/91	REV. DATE: OCT 29/03	COVERAGE: All Salaried Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew provides acting pay to salaried employees who are temporarily designated to perform the majority of responsibilities, including the essential elements, of a higher paying position for a minimum of ten (10) working days.

PROCEDURE:

1. The designated employee is paid at a step in the salary range of the higher paying position, thus giving the employee a minimum of a five percent (5%) increase for the duration of the acting assignment.
2. The acting pay is paid after the elapse of the ten (10) working days requirement, but is retroactive to the date the employee first assumed the duties of the higher paying position.