

DIVISION OF PARKS AND RECREATION

September 14, 1995

STAFF DIRECTIVE 95-06

TO: All Employees

FROM: Philip K. McKnelly, Director

SUBJECT: Policy for Managing “Acting” Positions

From time to time when positions are vacant for an extended period, an employee may be required to assume the duties and responsibilities of the vacant position in an “acting” capacity. When the “acting” situation lasts for one month or more, the division will request permission from the Division of Personnel and Human Resources (DPHR) to compensate the “acting” employee with a ten percent (10%) salary increase for the period served in the “acting” capacity. The division does **NOT** have the authority to grant the salary increase; it must be approved by DPHR. The employee’s salary will revert to the original level when the “acting” assignment is terminated.

This policy is effective immediately.