

# Acting/Additional Responsibility Pay

## Policy

Acting/Additional Responsibility Pay is paid to staff members who are instructed by their supervisors to take on all or a significant part of the responsibilities of jobs of a higher grade than their regular ones.

Under most circumstances acting pay is considered when the period of higher responsibilities is in excess of six weeks.

## Procedures

1. In the case of a staff member's taking on the full responsibilities of a higher-graded job, the amount of the acting pay should be determined according to the policy for Promotions and Position Upgrades.
2. In the case of a staff member's taking on a significant part of the responsibilities of a higher-graded job, a description of the revised duties of the position should be referred to Human Resources for evaluation.
3. The additional amount required should be paid by salary requisition and not incorporated into normal monthly salary, unless the acting situation is expected to last longer than three months, in which case a letter of appointment should be sent from Human Resources.
4. Funding for such situations must come from existing resources within the budget area such as those that might be available from the vacant position or departmental casual funds