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| Policy Title: | APPOINTMENT OF “ACTING” POSITIONS | Policy #: | 2011-08-22 |
| Authority Approval: | Mayor and Council | Resolution #: | **#5-10-11-11** |
|  |  | Effective Date:  | August 23, 2011 |
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| Distribution: | 🗹 Master🗹 Administration🗹 Council🞎 FCSS | 🞎 Fire Department🗹 Library🗹 Public Works🗹 Recreation |

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| **Purpose:****To establish the criteria under which Council will make the appointments of “Acting Chief Administrative Officer” or “Acting Public Works Foreman” and to establish the pay differential for those appointments.** |
| Policy Statement: | Council may appoint a qualified staff member as “acting CAO” or “acting Public Works Foreman” when the CAO or Public Works Foreman are not able to fulfill their duties for an extended period of time due to either vacation leave or sick leave. |
| 1. | This policy will apply to the positions of Chief Administrative Officer (CAO) and Public Works Foreman only. |
| 2. | When appointed to an “acting” position, the “acting CAO” or “acting Public Works Foreman” shall assume all of the duties, responsibilities, and authority of the position into which they are appointed.  |
| 3.  | “Extended period of time” shall, in most cases, mean a period of 10 consecutive working days. |
| 4. | Where possible, Council will be advised in writing of the expected leave at least 60 days prior to the first day of the leave.1. When Council has received notice from the CAO that the CAO or Public Works Foreman will not be available to fulfill his duties, Council may, by resolution, appoint another qualified staff member to “act” as the CAO or Public Work Foreman during his absence.
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| 5. | Where a qualified staff member has been appointed by Council to an “acting position”, that person shall be paid, during the acting period, at the existing rate of pay plus 10%. |
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| Reviewed/Amended | Date:  |
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| Mayor | CAO |