



Date: April 17, 2013
December 21, 2016

Motion: 98/13
Motion: 182/16

Title: Acting Appointment Policy

Policy No. 24

Purpose:

To provide procedures for appointing employees to a higher classification on an acting basis.

Procedure:

Appropriate, permanent employees may be appointed to a higher classification on an acting basis to fill an absence or vacancy. The appointments shall not be assumed and must be made formally, in writing, with a copy to be filed in the employee's Personnel File.

Acting Appointments are not mandatory and recommendations shall be approved by the CAO and/or Council. Acting Appointments shall not apply when an employee is designated only limited additional duties.

Appointments approved by the CAO and/or Council for a minimum of five consecutive working days shall receive 110% of their regular salary or wage for that period.

MAYOR

CAO