



City of Pittsburgh
Operating Policies

Policy: Acting Pay	Original Date: 1990
	Revised Date: 8/1/2014

PURPOSE: To establish guidelines in determining the awarding of acting pay.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to compensate an employee for assuming, on a temporary basis, the duties of a higher level position when it is absolutely necessary to have an employee immediately available to make pressing decisions that cannot be deferred or referred to a higher level.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITION

Acting pay: When an employee temporarily fills a new role and receives a pay increase while acting in this new capacity.

PROCEDURE

UNION POSITIONS

The appropriate collective bargaining agreement language will be followed for acting pay situations pertaining to union employees.

NON-UNION POSITIONS

- 1) Acting pay is not given as a matter of course. Acting pay for non-union personnel will not be approved for vacation, out-of-town business travel, or short-term illness. Acting pay will be considered for absences lasting longer than two (2) weeks for reasons such as short or long term disability, FMLA Leave or military leave.
- 2) Acting employees must assume the full and unique responsibilities of the higher level position.

- 3) All acting pay for any non-union employee must be authorized in writing and in advance from the Chief in the Mayor's Office who has oversight over the requesting department **and** the Director of the Office of Management and Budget. Requests for acting pay must be submitted in writing to the Chief in the Mayor's Office who has oversight over the requesting department, and include the employee name and beginning and end dates for each acting pay request.
- 4) If approved by the Chief in the Mayor's Office who has oversight over the requesting department, the request must also be submitted to the Director of the Office of Management and Budget.
- 5) The Director of the Office of Management and Budget will approve or disapprove the request within five (5) business days of submission and notify the Chief in the Mayor's Office who has oversight over the requesting department, the requesting Department and the Payroll Division in the Department of Personnel. If disapproved, the reason(s) will be specifically expressed in writing to the Chief in the Mayor's Office who has oversight over the requesting department. Timekeepers may not enter acting pay into the payroll system until written approval is received from the the Chief in the Mayor's Office who has oversight over the requesting department and the Director of the Office of Management and Budget. Acting pay data from Payroll will be reviewed.
- 6) The Director of the Office of Management and Budget should not receive frequent requests for acting pay. When second level management personnel such as assistant directors and superintendents are absent, directors and other top management personnel are to fill in. Additionally, it should be considered part of the ongoing duties of second in command personnel (e.g. assistant directors, supervisors, administrators), to fill in for their bosses during temporary absences such as vacations or personal time off.
- 7) Acting pay shall not be for a period of time to exceed six (6) months. If acting pay is required for longer than a six month period, the Department Director must resubmit a request following 3 through 5 of this policy.
- 8) It is important to note that acting pay is only for time worked and will not apply to any paid time off (personal days, vacation days, holidays) while in an acting capacity. Furthermore acting pay does factor into the pension for any individual receiving acting pay.
- 9) This policy does not include the protocol for Acting Director or Acting Bureau Chief as outlined in Pittsburgh Code § 111.01 and § 111.02