



City of Pittsburgh
Operating Policies

POLICY: Acting Pay
Original Date: 1990
Latest Revision Date: 6/28/2018

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 employees must be authorized in writing and in advance from the Chief in the Mayor's Office who has oversight over the requesting department, the Director of the Office of Management and Budget, and the Mayor's Chief of Staff. Requests for acting pay must be initiated via written request from the requesting department's Director to the Chief in the Mayor's Office who has oversight over the requesting department and must include the employee names and beginning and end dates for each acting pay request.
- 4) Requests for acting pay should be initiated as soon as the need for acting coverage is determined in order to allow sufficient time for the request to go through the necessary approval process. Requests made due to sudden, unforeseen circumstances will be expedited where possible. If approved, acting pay will be granted from the date of request. Retroactive pay will not be issued under any other circumstance.
- 5) If approved by the Chief in the Mayor's Office who has oversight over the requesting department, the request will be forwarded to the Director of the Office of Management and Budget.
- 6) The Director of the Office of Management and Budget will approve or disapprove the request within five (5) business days of receiving the request. If approved, the Director of the Office of Management and Budget will forward the request to the Mayor's Chief of Staff for further review and approval. If disapproved by either the Director of the Office of Management and Budget or the Mayor's Chief of Staff, the reason(s) will be specifically expressed in writing to the Chief in the Mayor's Office who has oversight over the requesting department.
- 7) If the request is approved by the Mayor's Chief of Staff, the request will be submitted to City Council as a "Read and Received" memo and go through the appropriate City Council protocol. Pending no objections raised by City Council, approval notification of the request will be distributed to the Office of Management and Budget, the requesting department, the Chief in the Mayor's Office who has oversight over the requesting department, and the Payroll Division within the Department of Human Resources and Civil Service.
- 8) Timekeepers may not enter acting pay into the payroll system until written notification of approval is received. Acting pay data is routinely reviewed to ensure adherence to the policy.
- 9) 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.
- 10) 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 submit a new request for the extended period.
- 11) 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 not factor into the pension for any individual receiving acting pay.
- 12) This policy does not include the protocol for Acting Director or Acting Bureau Chief as outlined in Pittsburgh Code § 111.01 and § 111.02