

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Acting Status

Policy No.: 5-9

Effective: 12/15/03

Revision No.: 1

Review Date: 09/23/03

SCOPE: This policy applies to all persons employed by the Board of County Commissioners.

PROVISIONS:

1. **General Rule:** When an employee is appointed to acting status, the employee's salary will be increased in accordance with the following guidelines:
 - a. Compensation shall be increased to the base level salary of the new classification or by 10 percent of the employee's current salary, whichever shall be greater.
 - b. Compensation for acting status shall be effective the first day of the appointment.

2. **Exceptions to the General Rule.**
 - a. The department director has the discretion to set the salary for acting status up to the midpoint of the salary range for the classification.
 - b. Setting the salary for acting status greater than the midpoint of the salary range for the classification requires the approval of the Administrating Official.

County Manager

County Attorney