



City of Pittsburgh Operating Policies

Policy: Acting Pay	Original Date: 1990
	Revised Date: March 1, 2008

Statement of Policy

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.

Policy Procedures

Union Positions

Unless otherwise mandated by a collective bargaining agreement, acting pay must be held to a minimum. In general, labor agreements only require the payment of acting pay when the unique and full responsibilities of a higher job have been assumed.

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, maternity or military leave.
2. Acting employees must assume the full and unique responsibilities of the higher paid job. The mere fact that the higher paid position personnel is absent or on vacation is not reason in and of itself to pay acting pay.
3. All acting pay for any non-union employee must be authorized in writing and in advance from the Director of Operations or the Director of Public Safety, as appropriate,



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and the Office of Management and Budget. Please submit the names of personnel for whom acting pay is being requested and the beginning and end dates of acting pay to the Director of Operations or the Director of Public Safety for initial approval.

4. If approved by the Director of Operations or Director of Public Safety the request must also be submitted to the Office of Management and Budget; written approval must be received before timekeepers can enter acting pay.
5. The Office of Management and Budget will approve or disapprove the request and notify the requesting Department and Payroll. Acting pay is not authorized until written approval is received from the Director of Operations or Director of Public Safety and the Office of Management and Budget. Acting pay data from Payroll will be reviewed.
6. 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.
7. This policy does not include the protocol for Acting Director or Acting Bureau Chief as outlined in Pittsburgh Code § 111.01 and § 111.02

Overtime Pay

It remains standard City policy that non-union, FSLA exempt employees are not eligible for overtime pay.