



## TOWN OF NORWOOD PERSONNEL BOARD

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### #P-403 – ACTING ASSIGNMENT POLICY

#### **1. Purpose and Scope**

The purpose of this policy is to outline the circumstances under which an employee may be compensated for work performed at a higher level in the absence of an incumbent and to establish procedures for granting such pay.

#### **2. Applicability**

- 2.1 This policy applies to all full and part-time compensated positions, excluding elected officials and employees of the School Department. Employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to those portions of the policy which are not specifically regulated by law or agreement. To the extent permitted by law, employment agreements entered into after the effective date of this policy with employees whose positions are subject to this policy must follow all of the provisions of this policy.
- 2.2 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed to be consistent with the law.

#### **3. Definitions**

- 3.1 Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.
- 3.2 Incumbent – the term “incumbent”, as used in this policy, shall refer to an existing employee occupying an existing position.
- 3.3 Acting Pay – the term “acting pay,” as used in this policy, means the higher rate of pay an eligible employee receives for working in an acting assignment, subject to all of the requirements of this policy.

#### **4. Eligibility**

- 4.1 Intermittent/Seasonal/Temporary Employees, Interns, Volunteers, and part-time employees budgeted for and regularly scheduled to work less than 20 hours per week are not eligible to be compensated for working at a higher level in the absence of an incumbent.
- 4.2 Regular Full-time and Regular Part-time employees budgeted for and regularly scheduled to work at least 20 hours per week, are eligible for being compensated for working at a higher level in the absence of an incumbent, in accordance with the provisions of this policy.

