

**ACTING POSITION PAY AUTHORIZATION - LIBRARY  
CITY & BOROUGH OF WRANGELL**

Employee Name: \_\_\_\_\_  
Regular Position: Library Assistant  
Hourly Rate of Pay: \_\_\_\_\_

Filling in for (name): Sarah Scambler  
Acting Position: Library Director  
Hourly Rate of Pay: \_\_\_\_\_

Approved Acting Rate of Pay (Current Hourly Rate of Director): \_\_\_\_\_

Effective Dates \_\_\_\_\_ to \_\_\_\_\_

**Employee acknowledgement:**

I understand that the pay authorization above (1) is associated with assignment/performance of all regular duties of the acting position, and (2) will be paid only to actual worked and will not apply if I take paid leave during this period.

**Employee Signature:** \_\_\_\_\_

**Department Director Signature:** \_\_\_\_\_

**Borough Manager Signature:** \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13
12 - Assistant II	18.45	18.80	19.16	19.54	19.91	20.29	20.67	21.09	21.49	21.90	22.33	22.75	23.19
19 - Library Director	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.44	30.02	30.60	31.19	31.79

**4.3.2.a. Step Increases for Temporary Appointments.** With the employee's consent, an employee may be assigned to duties of a higher classification for purposes of training or a demonstration of skill for a period of up to six months without change of classification for pay purposes. This should not be construed, however, to prevent a Department Director from assigning an employee to duties of a higher classification for temporary periods to cover for an employee on vacation, sick leave, or for some other need as approved by the Borough Manager. All regular employees who are assigned to perform the work of a higher-rated classification shall be paid for time worked, at the higher rate classification. Assignment of an employee to a higher-rated classification or a classification that provides for a wage increase of at least three percent (3%) without an increase in pay shall be generally limited to bona fide training situations. To meet the needs of service when a leadman, foreman or Department Director is absent, an employee, if qualified and needed, will be designated by the applicable Department Director to perform the duties of the person absent. This designation will also be approved by the Borough Manager. The employee will be paid for all hours worked at a rate equal to the higher position. In the event an employee is directed by his or her Department Director to fill a position lower than his or her normally paid position, he or she will be paid their current rate of pay for all time worked in the lower position.