

## ACTING POSITION PAY AUTHORIZATION

### CITY & BOROUGH OF WRANGELL

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

Filling in for (name): \_\_\_\_\_  
Position: \_\_\_\_\_  
Hourly Rate of Pay: \_\_\_\_\_

Select the applicable approved rate:

#### Acting Foreman or Leadman

Average (under 40 consecutive hours): \_\_\_\_\_  
Full (40 or more consecutive hours): \_\_\_\_\_

#### Acting Department Head

Step 1 of Director Grade (referenced below) \_\_\_\_\_  
15% above current regular hourly rate: \_\_\_\_\_

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: \_\_\_\_\_

5.12 (C) - In order to meet the needs of service, it is agreed and understood that in the absence of an employee's regular Leadman or Foreman, an employee if qualified will be designated by the applicable Department Head or Foreman to perform all duties and will be paid a rate equal to the average of the normally paid position and the higher position. If such employment extends beyond five (5) work days, the employee will be paid the higher classification rate of pay for all time worked, including overtime, at the employee's applicable overtime rate. If an employee is designated to replace a Department Head, the employee will be paid at a rate equal to the first step of the position or 15% above their current rate, whichever is greater.

	1	2	3	4	5	6	7	8	9	10	11	12	13
25 - Harbormaster	30.94	31.54	32.17	32.79	33.42	34.09	34.75	35.44	36.13	36.84	37.56	38.30	39.05
30 – Public Works Director, Electrical Superintendent	38.12	38.88	39.63	40.42	41.20	42.01	42.84	43.68	44.54	45.42	46.31	47.22	48.15