



Municipality of Crowsnest Pass Policy

Policy No:	1816-02
Policy Title:	Acting Assignment Policy- Exempt Employees
Approval Date:	
Effective Date:	
Revision Date:	July 9, 2019
Supersedes Policy:	n/a 1816-01
Department:	Corporate Services

1.0 POLICY PURPOSE

The Acting Assignment Policy- Exempt Employees is intended for the guidance of both the Employer and Exempt Employees for the purpose of establishing protocols for coverage of Exempt positions including the CAO during absences.

2.0 DEFINITIONS

“Acting Pay” refers to compensation for covering another position for a temporary basis such as during vacation, sick or a gap in hiring.

“Acting CAO” is a designation of an Exempt Employee to the position of CAO of a specific period of time due to an absence of the CAO.

“Business Days” means Monday, Tuesday, Wednesday, Thursday and Friday unless they fall on a Statutory Holiday as outlined in the Collective Agreement with CUPE Local 812.

“Council” means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

“CAO” means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

“Employee” means any person employed with the Municipality.

“Exempt” means any employee exempt from participating in the bargaining unit such as positions that are managerial in nature (i.e. Directors, Managers and other out of scope positions)

“Municipality” or “Municipal” means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

“Salary Grid” means the approved Management Salary ranges for each Exempt position.

3.0 POLICY STATEMENTS

3.1 Acting CAO

- a) When an Exempt Employee is appointed as the Acting CAO, they are to assume all accountabilities and statutory responsibility for the CAO position in accordance with the Municipal Government Act (MGA) and the CAO Bylaw;
- b) The authority to appoint an Acting CAO is delegated to the CAO. In the absence of a permanent CAO, Municipal Council will appoint an Acting CAO;
- c) An Acting CAO shall be appointed for all absences and time periods where the CAO is unable to respond and meet the full duties of their position such as when they are on vacation, sick, on other leave or otherwise out of contact.

3.2 Acting CAO Compensation


- a) Acting CAO appointments for shorter absences less than a 24-hour period are ineligible for increased compensation;
- b) When a Permanent Exempt Employee is appointed as Acting CAO for the period of 28 days the appointed employee is eligible for bottom of the CAO wage grid (top of the Director’s band) for the coverage period or an additional 20% of wages whichever is greater;
- c) Temporary or Term Employees are ineligible for Acting CAO Appointment and Pay unless specifically provided for in their contract or offer letter;
- d) Longer-term coverage over 28 days will be provided for with a temporary formal appointment by the authority specified in 3.1(b). Compensation for longer-term Temporary Appointments will be set at 80-100% of the Salary Grid;
- e) Compensation is paid for Business Days worked while functioning as the Acting CAO. Weekends are not compensable even if the Acting CAO is called in to work.

3.3 Other Acting Exempt Positions

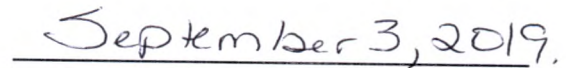
- a) Covering the duties of another Exempt Employee is of mutual benefit to the employer and the relieving employee. The Employer benefits from having necessary duties carried out while the employee receives a developmental opportunity. Some coverage is expected, and built into the positions;
- b) Coverage of other exempt Employees is generally ineligible for additional compensation especially where coverage is being done on a short-term basis and/or only on some aspects of the job, rather than the full position;

- c) At the discretion of the Department Head or CAO, an exempt position may be provided for with a temporary formal appointment for a specific duration of time when they require the full position to be performed. A temporary formal appointment can also be done through employment competition at the discretion of the Department Head depending on the duration of the absence. Temporary formal appointments must be made in writing with the compensation set at 80-100% of the management salary grid.

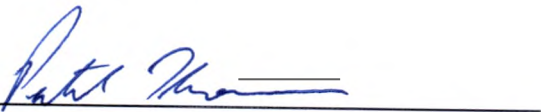
MUNICIPALITY OF CROWSNEST PASS



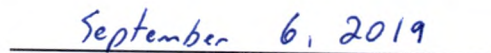
Blair Painter, Mayor



Date



Patrick Thomas, CAO



Date