

*"Acting" Assignments (3 Day Rules)*

When an employee is required, in writing by a superior, to work in a higher class of position for a period of three (3) consecutive days or more, that employee is entitled to receive the lowest salary rate of that higher class which will provide a pay increase of at least one step over his/her present base rate retroactive to the first day of such assignment. Employees on "Acting" assignments do not receive an increase in their biweekly pay. Payment for "Acting" assignments is made as a retroactive payroll adjustment for a specified time period.

