

JUDICIARY HUMAN RESOURCES DEPARTMENT

FACT SHEET

Administration of Acting Capacity Pay

(Reference: Policy on Classification and Compensation)

GENERAL INFORMATION

- Temporary compensation provided to an employee who has provisionally assumed greater responsibility resulting from the temporary absence of another employee, the existence of a vacant, critical position, or for the temporary need for additional staff to perform higher-level duties.

ELIGIBILITY

- Requests for Acting Capacity Pay must meet one of the following criteria:
 - Temporary absence of another employee;
 - Existence of a vacant, critical position;
 - Temporary assignment of higher-level duties.
- Employee selected for Acting Capacity Pay must meet the minimum qualifications for the acting classification.
- Employee must perform all of the essential duties of the position.
- There is a ten workday waiting period before the acting capacity payment begins. Payment is not retroactive to the start of the assignment.

INITIATION OF REQUEST

- The Administrative Official or designee is responsible for completing and submitting a “Designation of Employee to Function in an Acting Capacity” form to the Office of Classification and Salary Administration.
- The form will be reviewed by the Office of Classification and Salary Administration to ensure request meets eligibility requirements.
- If there are questions regarding the request, the Administrative Official will be contacted for clarification.

APPROVAL PROCESS

- Upon approval of the request, the Office of Classification and Salary Administration will generate and distribute the necessary paperwork to the Administrative Official, the employee, the Judiciary Payroll Unit, and the Central Payroll Bureau.

All Human Resources policies and forms are on Courtnet. Consult the Policy on Classification and Compensation or contact the Office of Classification and Salary Administration at (410) 260-1733 if you have any questions.