

Classification, Salary Administration and HRIS **Frequently Asked Questions: Acting Capacity**

What is Acting Capacity Pay?

Acting Capacity Pay is 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 the temporary need for additional staff to perform higher level duties.

Who is eligible to receive acting capacity pay?

Employees designated to receive acting capacity pay must meet the minimum qualifications for the acting classification and must perform all of the essential duties of the position. The acting capacity designation is **not** an entitlement and at the sole discretion of an Administrative Official with the final approval with the Human Resources Department.

How is the additional compensation for acting capacity pay calculated?

When a regular employee is assigned duties in an acting capacity, the grade level and salary deemed most appropriate shall be determined by the Classification, Salary Administration and HRIS. The affected employee's salary will be temporarily adjusted to the equivalent of what their salary would be if they were promoted to the indicated classification.

When does the additional compensation become effective?

There is a ten workday waiting period before acting capacity payment begins.

How long may an employee receive acting capacity pay?

Acting Capacity requests are typically approved for up to 6 months.

How do I submit a request for acting capacity pay?

Requests for Acting Capacity should be accompanied by a completed "Designation of Employee to Function in an Acting Capacity" Form. This form can found on our website at <http://mdcourts.gov/hr/forms.html> and must be signed by the Administrative Official.

Acting Capacity requests should also be accompanied by an organizational chart. If the employee will be functioning as a supervisor or manager, a completed employment application is required.

Requests should be sent to: Human Resources, Classification, Salary Administration & HRIS, 580 Taylor Ave., A-1, Annapolis, MD 21401 or via Fax 410.974.2849

Where can I find more information?

More information on Acting Capacity can be found in the Maryland Judiciary Policy on Classification & Compensation at <http://mdcourts.gov/hr/pdfs/policies/classificationcompensation.pdf>

If you have any questions, please contact a member of the Classification, Salary Administration and HRIS at 410.260.1733