

ACTING IN CAPACITY

AR 4213

Acting in Capacity Policy: To provide compensation for classified or hourly employees who accept additional responsibilities and authority for a minimum of 5 consecutive work days, in addition to their current job duties, for a vacant position or filling in for a permanent employee on extended medical leave, compensated at a higher range that is vacant.

DEFINITION:

Acting in Capacity: A classified or hourly employee is acting in Capacity when an employee accepts a temporary appointment to take on duties from a vacant permanent position or is filling in for a permanent employee who is on extended medical leave (FMLA/AFLA) while continuing to perform the job duties of their current position.

ADMINISTRATIVE REGULATION:

Acting in Capacity: A Principal or Department Director may nominate a classified or hourly employee only from the affected school or department to fill a vacant permanent position or a filled position with the assigned employee on extended medical leave. An Employee who accepts an Acting in Capacity assignment will be expected to perform the duties of their current position in addition to the additional duties requested.

Additional compensation for performing the Acting in Capacity duties shall be set at one range and one step above current pay, (i.e. an employee whose regular rate of pay is range 18, step 2 shall be paid at range 19, step 3 while delegated). Acting in Capacity assignment is activated upon Superintendent approval being communicated to the NSBSD Department of Human Resources.

The duration of an Acting in Capacity assignment shall not exceed 10 work days without further approval from the Superintendent or designee. Acting in Capacity assignments must be reviewed and renewed by the Principal or Department Director every 10 days. Any Acting in Capacity assignment may be suspended indefinitely by the Superintendent at any time.

PROCEDURE:

1. Acting in Capacity: When an employee is recommended for an Acting in Capacity position, the department will initiate a Personnel Action Form (PAF) reflecting the compensation adjustment for the assignment. The PAF and a copy of the Acting in Capacity assignment and signed job description shall be forwarded to the Superintendent's Office for final approval. The PAF and job description will then be forwarded to the Human Resources department for action.
2. When the vacant position is filled or, following the initial 10 days, if there is no time extension authorized, the Acting in Capacity assignment shall cease.
3. When an Acting in Capacity assignment exceeds the number of approved days, the Principal or Department Director is required to submit a time extension request to the Superintendent's office. The time extension request must explain the reason for the extension and when the site expects to fill the vacant position.

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