

# Bowie Police Department - General Orders



TITLE: ACTING PAY	NUMBER: 335
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Chief John K. Nesky		1

## I. PURPOSE

It is the policy of this department to utilize employees temporarily in established positions of higher classifications when incumbent employees are absent from their positions because of leave, or other reasons, or when it is necessary to fill a vacant position. The Unit Commander will designate employees that will be placed in acting positions in writing.

## II. POLICY

- A. When an employee assumes the duties of a rank greater than their own, subject to the conditions listed below and consistent with the agreement between the City of Bowie and FOP Lodge 140, the employee shall be entitled to receive acting pay as described:
1. The employee assumes the duties of higher rank for a period exceeding fourteen consecutive days of work performing the duties of that position (excluding scheduled days off, approved holidays, and approved emergency leave). The completion of a Personnel Action Form must be completed and approved by the Chief of Police that will be forwarded to Finance.
  2. When an employee has qualified for acting pay, that person shall continue to receive acting pay until such time the person is relieved of the position by the Chief of Police or his designee.
  3. Employees in acting positions shall be paid at the rate of pay equal to the rate the employee would otherwise receive upon promotion to that rank retroactive to the first day when the acting assignment began.
  4. If an employee is absent for more than five work days for any reason, that employee shall not receive acting pay.

- B. Once an employee's acting pay assignment has concluded, a Personnel Action Form must be completed and forwarded to Finance to end the assignment and resume the compensation rate based upon the employee's actual rank.