

COUNCIL POLICY

TITLE – ACTING PAY

Policy #: P-09-2026

Section: Personnel

Rescind Policy #: N/A

Legislative Reference: Alberta Employment Standards Code, Personnel Policy

1. PURPOSE

1.1 The purpose of this policy is to provide clear and consistent guidelines for compensating employees who are temporarily assigned to perform the duties and responsibilities of a higher classification position

2. DEFINITIONS

2.1 In this Policy:

- a) *“Acting Assignment”* shall mean a temporary assignment where an employee performs the duties of a higher-level position for a defined period of time.
- b) *“Acting Pay”* shall mean additional compensation provided to an employee during an approved acting assignment.
- c) *“CAO”* shall mean the Chief Administrative Officer of the Town of Smoky Lake;
- d) *“Employee”* shall mean a permanent full-time and part-time employee of the Town of Smoky Lake who are required to assume acting responsibilities
- e) *“Supervisor”* shall mean the employee’s immediate supervisor or designate responsible for assigning duties.
- f) *“Town”* shall mean the Municipal Corporation of the Town of Smoky Lake;

3. POLICY STATEMENT

3.1 The Town of Smoky Lake recognizes that employees may be required to assume additional responsibilities on a temporary basis. Where such assignments result in a significant increase in responsibility, acting pay may be provided in a fair, consistent, and transparent manner.

4. ELIGIBILITY

4.1 Acting pay applies when an employee:

- Is formally assigned in writing to perform the core duties of a higher-level position; and
- Performs those duties for a minimum qualifying period as outlined in this policy.

4.2 Acting pay does not apply:

- For short-term or incidental coverage (e.g., brief absences, vacations under the qualifying threshold)
- Where duties are part of the employee's normal job scope

5. APPROVAL

5.1 All acting assignments must be approved in advance by the Chief Administrative Officer (CAO) or designate. For acting pay related to the Chief Administrative Officer, Town Council must approve the assignment.

5.2 The approval shall include:

- Duration of the assignment
- Position being covered
- Acting pay rate

6. QUALIFYING PERIOD

6.1 Acting pay will be provided when an employee performs the duties of a higher-level position for more than five (5) consecutive working days.

6.2 Acting pay will be applied retroactively to the first day once the qualifying period is met.

7. COMPENSATION

7.1 Acting pay shall typically be:

- A minimum of five percent (5%) increase over the employee's current rate; or
- Placement at the first step of the higher classification, whichever is greater, but not exceeding the maximum of the acting position pay range.

7.2 The specific rate shall be determined based on:

- The level of responsibility assumed
- Internal equity considerations
- Budget availability

7.3 Acting pay shall only be paid for hours worked in the acting capacity.

8. DURATION

8.1 Acting assignments are temporary in nature and shall have a defined start and end date.

8.2 Assignments exceeding three (3) months should be reviewed by the CAO to determine if alternative staffing arrangements are required.

9. OVERTIME AND BENEFITS

9.1 Acting pay shall be included in the calculation of overtime where applicable.

9.2 Acting assignments do not change an employee's permanent classification or eligibility for benefits unless otherwise specified.

10. PERFORMANCE EXPECTATIONS

10.1 Employees receiving acting pay are expected to fully perform the duties and responsibilities of the acting position.

10.2 Supervisors shall provide appropriate guidance and support during the acting assignment.

11. TERMINATION OF ACTING ASSIGNMENT

11.1 Acting pay will cease:

- At the end of the approved assignment period; or
- When the employee no longer performs the acting duties.

11.2 The Town reserves the right to end an acting assignment at any time based on operational requirements.

12. RESPONSIBILITIES

12.1 Council approve the policy.

12.2 Chief Administrative Officer (CAO) approve acting assignments and compensation. Ensure consistency and compliance.

12.3 Supervisors identify acting requirements, recommend employees for acting assignments and monitor performance.

12.4 Employees fulfill assigned duties during acting assignments and comply with all Town policies.

13. RELATED POLICIES AND LEGISLATION

- Alberta Employment Standards Code
- Town of Smoky Lake Personnel Policy

	DATE	RESOLUTION NUMBER
Approved	April 7, 2026	222-2026

Original Signed
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