

VIC JUBA COMMUNITY THEATRE POLICY

Title: Acting Incumbent

Effective: April 28, 2010



1. To receive acting incumbency pay, an Employee shall be designated in writing by the Employer, to perform the principal duties of the higher level position for a minimum period of ten (10) consecutive workdays, during which time he may also be required to perform some of the duties of his regular position. On completion of the minimum ten (10) day qualifying period in an acting incumbency position, an Employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the ten (10) day qualifying period. Acting provisions shall not apply where an Employee is designated only limited additional duties.
2. Where an Employee qualifies in an acting incumbency position, he shall receive a minimum of five percent (5%) of his current salary in addition to his regular salary, or the minimum salary assigned to the position; whichever is the higher, provided the maximum salary assigned to the new position is not exceeded.
3. It is understood that normally only one acting incumbent may be designated as a result of any one Employee's absence.
4. When an Employee who has been serving in an acting capacity returns to his regular position, his salary and anniversary day shall be readjusted to that which would be in effect if he had continuously occupied his regular position.