MUNICIPALITY OF THE COUNTY OF ANNAPOLIS **POLICY AND ADMINISTRATION MANUAL**	**AM – 2.2.1**
Section **PAY ADMINISTRATION**	Subject **Interim Staff Appointments Policy**

1.0 Purpose

The purpose of this policy is to provide a fair, transparent and equitable practice to compensate employees asked to take on additional duties and responsibilities on an interim basis.

2.0 Authority

This policy is enacted pursuant to Sections 31 and 65 of the *Municipal Government Act*, as amended.

3.0 Definitions

Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

3.1 **Interim Appointment** - An appointment of a current employee of the County of Annapolis to a position of increased duties and responsibilities for a period of more than twenty (20) working days and not more than six (6) months duration.

4.0 Provisions

4.1 This policy shall apply to any County of Annapolis non-unionized employee, regardless of position or rank, who undertakes the duties and responsibilities of a higher ranking employee on an interim basis.

4.2 Additional compensation for employees filling interim positions will be considered where the interim appointment is for a period in excess of twenty working days.

4.3 Interim appointments shall be for a maximum period of six (6) months. Continuance beyond six (6) months will require a formal review and reassignment approved by the Chief Administrative Officer.

4.4 An increase in salary will be provided to the employee assigned to an interim position. The amount of increase will be in a range of 10% to 20% of the employee's regular salary at the time of the assignment. The specific amount within the range will be recommended by the employee's service group director and approved by the Chief Administrative Officer; or in the case of interim service group directors, by the Chief Administrative Officer.

4.5 Any compensation or remuneration under this policy may be granted retroactively for any employees who have worked in interim positions within six months preceding the effective date of this policy.

4.6 At the discretion of the Chief Administrative Officer, any employee in a classification eligible for overtime may retain their eligibility during the period of reassignment.

Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below:
Seven (7) Day Notice ..... ***April 11, 2017***
Council Approval ..... ***April 18, 2017***

Wanda Atwell — **April 18, 2017**
Acting Municipal Clerk — Date
At **Annapolis Royal** *Nova Scotia*