

Municipality of West Elgin

Schedule "A" to By-Law #2020-68

**Policy #2020-10
Short-Term Acting Positions**

Effective Date: September 24, 2020

Review Date:

Policy Statement

This policy establishes short-term acting positions in the absence of a Supervisor and CAO/Treasurer.

Policy

In the absence of one of the Supervisors in the Operations & Community Services Department for a period of one or more days the Supervisor II shall assume the acting responsibilities for the specified period of time.

The delegation of the responsibilities and duties shall allow for a 10% addition to the Supervisor II hourly wage for the specified period of time.

In the absence of the CAO/Treasurer for a period of one or more days the Clerk would be in charge, unless specified in writing.

Responsibilities

The CAO/Treasurer and Manager of Operations & Community Services shall follow this policy.