

## **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.