

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

ACTING CAPACITY

POLICY NO.	4.12	EFFECTIVE:	01/02/2024
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- A. When an employee is required to work in the capacity of a higher-level supervisory position due to an anticipated absence over a prolonged period of time, such employee may be paid additionally for assuming the higher-level duties.
- B. Requests for "acting pay" shall be made in writing by the Department head and submitted to the County Administrator for approval.
- C. The temporary salary adjustment for the period of assignment to the higher-level position shall be determined by the County Administrator.
- D. Retroactive requests shall not be considered except where, in the opinion of the County Administrator, justice requires it.