

HR-21	EMPLOYEES ACTING IN A SENIOR CAPACITY		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To recognize the additional duties and responsibilities an employee is assuming when required to act in a senior capacity and to compensate them fairly and accordingly.

2. SCOPE

The policy applies to Library employees.

3. DEFINITIONS

Nil.

4. SENIOR CAPACITY

- a. Employees who are designated to act in a senior capacity and assume the duties and responsibilities of the more senior position shall be compensated at Level 1 of the senior position for the duration that they are in the acting capacity.
- b. Typically this will come into effect when an employee is required to act in a senior capacity for another employee who is away due to vacation, illness or other absence.
- c. All acting assignments must be authorized, in writing, by the Chief Librarian in accordance with this policy.

RELATED POLICIES

HR-20 Compensation