

**ACTING POSITION FORM**

**Employee:** \_\_\_\_\_ **Union:** \_\_\_\_\_

**Position to be filled:** \_\_\_\_\_ **Union:** \_\_\_\_\_

**Starting date:** \_\_\_\_\_ **Ending date:** \_\_\_\_\_

**Reason for acting position:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Salary for acting position:** \_\_\_\_\_,  
**Explain how acting salary was calculated, (i.e. contract section, percentage, etc.):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: This position will only be accepted for 60 days and must be redone at that time.**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Guy Scaife, City Manager**

\_\_\_\_\_  
**Michael Lupkas, Finance Director**

\_\_\_\_\_  
**Marci Nogueira, Director of Human Resources**