



Alexandria Police Department
Directive 4.10



TRANSFER/ACTING PAY

Effective Date: 08-22-2016

Cancels: 09-10-2008

Updated Date:

Section(s):

SME Review Date:

Updated Date:

Section(s):

2019

Updated Date:

Section(s):

CONTENTS

4.10.01	POLICY/PURPOSE
4.10.02	AUTHORITY/BACKGROUND
4.10.03	DEFINITIONS
4.10.04	RULES/RESPONSIBILITIES
4.10.05	PROCEDURES

4.10.01 POLICY/PURPOSE

The purpose of this directive is to establish a departmental policy concerning the transfer of, and pay adjustments for, employees who are assigned on a temporary basis to a position in a higher pay grade (*Transfer Pay*), or to temporarily fill a vacant position in addition to an employee's regular position, in a higher pay grade (*Acting Pay*).

4.10.02 AUTHORITY/BACKGROUND

The authority for this directive is found in City Administrative Regulation 6-14, Section X, Sub-Sections A and B.

4.10.03 DEFINITIONS

Acting Pay - Pay granted to non-sworn employees who, in addition to their regular position, temporarily fill a vacant position in a pay grade that is higher than their regular pay grade for more than thirty (30) calendar days. *Acting pay will commence with the first day of the designated acting appointment.*

Transfer Pay - Pay granted to sworn employees who *are* temporarily *transferred* to a position in a pay grade that is higher than their regular pay grade for all such work after the first eight (8) hours of the assignment, excluding any necessary training time. *During the time period determined, the employee will perform the supervisory duties and functions of the position of the supervisor who is absent due to being incapacitated, off-duty, out of town, or otherwise unable to command.*

4.10.04 RULES/RESPONSIBILITIES

- A. It is the responsibility of commanders to ensure all procedures in this directive are followed.
- B. Commanders are under no obligation to fill vacant positions unless an identified need is present. If *filling a* vacancy is *necessary*, commanders will ensure vacancies are filled *via completion of the F-APD-0440 (Request for Acting Pay Compensation) form*, after *the request has been reviewed by the Personnel and Training Division Chief and the Fiscal Management Division Chief, and approved by the Chief of Police and the City Human Resources* director.
- C. An employee will not be placed in a temporary position of higher authority, *or fill a vacant position of a higher pay grade*, without first receiving approval for compensation in accordance with this directive and City AR 6-14. Respectively, an employee placed in a position of higher authority cannot refuse compensation when approval for transfer or acting pay compensation has been granted.
- D. In an emergency, a watch commander may temporarily transfer an employee to a higher pay grade for one shift. Any period longer than one shift must have at least telephone approval from a bureau or *sector* commander.
 - 1. The transfer of an employee using this emergency clause does not relieve the commander of the responsibility of following up the transfer with the appropriate paperwork. To the extent possible this emergency procedure should be avoided.
- E. Upon termination of a temporary position, the commander will send a memorandum to the *Division Chief* of Personnel and Training to terminate acting or transfer pay. Personnel and Training will place a copy of this request in the employee's personnel file.
- F. *A sworn* employee who is in *transfer status* shall be paid transfer pay at the lowest step of the higher pay grade, or at a rate which provides approximately a one step increase above their regular rate, whichever is greater, for all such work after the first eight (8) hours of the assignment.
- G. *A civilian employee who is in acting status will be granted one full step increase or the first step of the range for the position being assumed, whichever is greater. Acting pay will*

only be granted when the employee is called on to temporarily fill a vacant position in addition to his/her regular position for more than thirty (30) calendar days.

4.10.05 PROCEDURES

- A.** When a supervisor is absent from duty for a period of time, and it is determined by the commander to be necessary for the operations of that unit, the position may be filled, *via temporary transfer*, by a subordinate. The subordinate will perform the supervisory duties and functions of that supervisory position.
- B.** A commander, upon making the determination of a need to either fill a vacant supervisory position *or temporarily transfer an employee into a higher pay grade position*, will do the following prior to placing the subordinate in the supervisory/*higher* position:
1. Submit a *written memorandum* request and a Request for Acting Pay Compensation (APD-0440) form to fill the position through the chain of command to the *Division Chief of Personnel and Training*. *The written request will include the anticipated duration for which the position will be temporarily filled, the anticipated fiscal impact, and also document the reasons for filling the position.*
 2. All requests *for acting pay/transfer pay* must be reviewed by the *Division Chief* of Personnel and Training regardless of the rank of the request originator. Once the Division Chief of Personnel and Training determines that the employee is eligible to receive acting pay/transfer pay and approves the request, it will be forwarded through the chain of command (to include the Fiscal Management Division Chief) to the Chief of Police for approval prior to implementation.
 3. If the request is for more than thirty (30) days, the Personnel and *Training Division Chief* will forward the request, *along with a completed Personnel Action Form (PAF)*, to the *City's Human Resources* director for review and approval prior to implementation.
- C.** The commander will allow sufficient time for prior approval of the request, normally five (5) working days. The commander also will allow sufficient time for processing the termination of the request, normally five (5) working days.

By Authority Of:

Earl L. Cook
Chief of Police