



# MEETING AGENDA



District 1  
Matthew Wilson

District 2  
Raevan Howard  
*Alternate*

District 3  
Norman Crow

District 4  
Lee Busby

District 5  
Kip Tyner  
*Member*

District 6  
John Faile  
*Chairperson*

District 7  
Cassius Lanier  
*Vice Chairperson*

## Council Administration and Policy Committee Meeting Agenda

Tuesday, April 5, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
<b>Approval of Minutes</b>		
<b>NEW BUSINESS</b>		
1. Ordinance amending Section 11-21 of the Code of Tuscaloosa	<b>Chief Randy Smith Patrick Stines</b>	2
2. Upgrade City Venues Operations Manager and City Venues Assistant Operations Manager	<b>Kay Day Alexis Clark LaShonda Kemp</b>	3
3. Downgrade of Executive Director, Urban Development	<b>LaShonda Kemp</b>	4
4. Upgrade of Chief Information Officer	<b>LaShonda Kemp</b>	5
5. Upgrade and retitle Automotive Service Helper to Fleet Services Assistant	<b>Kevin Turner LaShonda Kemp</b>	6-7
6. Upgrade and retitle Equipment Mechanic to Fleet Services Mechanic and create Fleet Services Mechanic, Senior	<b>Kevin Turner LaShonda Kemp</b>	8-13
7. Ordinance amending Section 19-62 of the Code of Tuscaloosa	<b>LaShonda Kemp</b>	14-18
<b>ADJOURN</b>		

APPROVED AS TO FORM

\_\_\_\_\_  
Office of the City Attorney

Prepared By: JPW III

Requested: Admin Comte Date: 03/00/2022

Council Presentation on: 03/00/2022

Suspension of Rules: No

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 11-21  
OF THE CODE OF TUSCALOOSA  
(A21-1651)

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA that Section 11-21 of the Code of Tuscaloosa is hereby amended to add subsection (s) to read as follows:

**“Sec. 11-21. Amendments to Code. (International Fire Code, 2021 Edition)**

- (s) *Appendices adopted.* Appendix [appendices] A,B,C,D,E, and M of the International Fire Code, 2021 Edition are adopted and Appendix [appendices] F,G,H,I,J,K,L and N are deleted.”

FUNDING REQUIRED: Yes No

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By: \_\_\_\_\_  
Chief Financial Officer

COUNCIL ACTION

Resolution \_\_\_\_\_  
Ordinance \_\_\_\_\_  
Introduced \_\_\_\_\_  
Passed \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_  
Unanimous \_\_\_\_\_  
Failed \_\_\_\_\_  
Tabled \_\_\_\_\_  
Amended \_\_\_\_\_  
Comments: \_\_\_\_\_



**MEMORANDUM**

**TO:** Walter Maddox, Mayor

**THROUGH:** LaShonda Kemp, Chief Human Resources Officer

**FROM:** Jeffrey Redding, Deputy Chief Human Resources Officer

**DATE:** March 2, 2022

**SUBJECT:** Upgrade to City Venues Operations Manager and Asst. Manager

Handwritten signatures in blue ink, including one that appears to be 'LaShonda Kemp' and another that appears to be 'Jeffrey Redding'.

IPS has requested the upgrade of the City Venues Operations Manager and City Venues Assistant Operations Manager job classifications from Pay Grade 26 to 28 and Pay Grade 13 to 18, respectively. These requests will place the jobs in pay grades commensurate to other manager and supervisory-level positions in the city's pay plan.

Accounting and Finance has verified the funding as available given salary savings from other vacant positions.


Per Section 19-54 (b) (1) of the City Code, upgrades to existing job classifications require Mayor and City Council approval to amend the exhibits in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



**HUMAN RESOURCES**

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**MEMORANDUM**

**TO:** Walter Maddox, Mayor

**THROUGH:** LaShonda Kemp, Chief Human Resources Officer

**FROM:** Jeffrey Redding, Deputy Chief Human Resources Officer

**DATE:** March 29, 2022

**SUBJECT:** Downgrade of Executive Director – Urban Development

*LaShonda Kemp*  
*Jeffrey Redding*

This request is to downgrade the pay grade of the Executive Director, Urban Development job classification from Pay Grade 49 to 48. With utility billing and city operations moving to new departments, Urban Development will be comprised of planning, code enforcement, and inspections. Internally, this would place this position in the same pay grade as the other Executive Directors for Strategic Communications and the Office of Community and Neighborhood Services.

Per Section 19-54 (b) (1) of the City Code, changes to pay grades of existing job classifications require Mayor and City Council approval to amend the exhibits in the City’s pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.

*Walter Maddox*

\_\_\_\_\_ Approve

\_\_\_\_\_ Disapprove



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**MEMORANDUM**

**TO:** Walter Maddox, Mayor

**THROUGH:** LaShonda Kemp, Chief Human Resources Officer

**FROM:** Jeffrey Redding, Deputy Chief Human Resources Officer

**DATE:** March 29, 2022

**SUBJECT:** Upgrade of Chief Information Officer

*LaShonda Kemp*  
*JR*

This request is to upgrade the pay grade of the Chief Information Officer job classification from Pay Grade 47 to 49. This would assist in the recruitment efforts to hire for this position given comparable positions at similar organizations are paid at higher rates. Internally, this would place this position in the same pay grade as the Chief Financial Officer.

Per Section 19-54 (b) (1) of the City Code, upgrades existing job classifications require Mayor and City Council approval to amend the exhibits in the City’s pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.

*Walter Maddox* Approve                      \_\_\_\_\_ Disapprove



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**MEMORANDUM**

**TO:** Walter Maddox, Mayor

**THROUGH:** LaShonda Kemp, Chief Human Resources Officer

**FROM:** Jeffrey Redding, Deputy Chief Human Resources Officer

**DATE:** March 23, 2022

**SUBJECT:** Retitle and Upgrade Automotive Service Helper

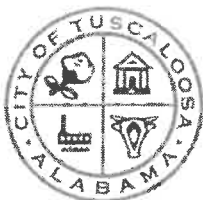
*LaShonda Kemp*  
*J. Redding*

IPS has requested to upgrade Automotive Service Helper from Pay Grade 6 to 8 and retitle the job to Fleet Services Assistant. Details of this request are attached in the memo from the department.

Accounting and Finance has verified the funding as available given salary savings from other vacant positions.

Per Section 19-54 (b) (1) of the City Code, upgrades and retitling of existing job classifications require Mayor and City Council approval to amend the exhibits in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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## Memorandum

March 23, 2022

To: LaShonda Kemp  
Chief Human Resources Officer

From: Kevin Turner *KT*  
Director of Logistics and Asset Management

RE: Request for review/upgrade/retitle of Automotive Service Helper

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This memorandum serves as a request for Human Resources to review, upgrade, and retitle the Automotive Service Helper job classification. Below are the specific requests:

### Review

- I am requesting that this job be reviewed due to additional duties and responsibilities being added over the past year. The duties have transitioned from reactive to preventative, which has allowed this group to become more efficient. The workload has also increased because of this efficiency in scheduled routine maintenance (oil change, tire rotations, etc.) and the addition of the Fleet Services customer building in February 2021. An updated classification specification is attached.

### Upgrade

- I am requesting that this job classification be increased from pay grade 6 to pay grade 8. This job classification requires a Class B Commercial Driver's License and is a safety-sensitive job, which is similar to Water/Wastewater Operations Assistant at pay grade 8.

### Retitle

- I am requesting that this job classification be retitled from Automotive Service Helper to Fleet Services Assistant. The term "helper" is outdated and carries a negative connotation. This is the only job classification in the City with the term "helper" as part of the job title. Other similar jobs are either called "worker" or "assistant." Fleet Services Assistant as a job title would also help from a recruitment standpoint and help existing employee morale.



LOGISTICS & ASSET MANAGEMENT

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**MEMORANDUM**

**TO:** Walter Maddox, Mayor

**THROUGH:** LaShonda Kemp, Chief Human Resources Officer

**FROM:** Jeffrey Redding, Deputy Chief Human Resources Officer

**DATE:** March 29, 2022

**SUBJECT:** Fleet Services Mechanic Job Classification Changes

Handwritten signatures in black ink. The top signature appears to be 'LaShonda Kemp' and the bottom one is 'Jeffrey Redding'.

IPS has requested to upgrade Equipment Mechanic from Pay Grade 16 to 17 and retitle the job to Fleet Services Mechanic. In addition, it is requested to create a Fleet Services Mechanic, Senior job classification at Pay Grade 19 in the city's pay plan. This job will provide existing employees a career pathway for obtaining required certifications and years of service to be promoted to the senior-level job.

Per Section 19-54 (b) (1) and (4) of the City Code, new job classifications and upgrades to existing jobs require Mayor and City Council approval to amend in the City's pay plan. If you approve, these items will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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**Memorandum**

March 24, 2022

To: LaShonda Kemp  
Chief Human Resources Officer

From: Kevin Turner   
Director of Logistics and Asset Management

RE: Request for review/upgrade/retitle of Equipment Mechanic

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This memorandum serves as a request for Human Resources to review, upgrade, and retitle the Equipment Mechanic job classification. Below are the specific requests:

**Review**

- I am requesting that this job be reviewed due to additional duties and responsibilities being added over the past year. The duties have transitioned from reactive to preventative, which has allowed this group to become more efficient. The skillset needed for this position has also increased as we have tried to modernize our fleet with newer technology on fire engines, automated garbage trucks, etc. An updated classification specification is attached.

**Upgrade**

- I am requesting that this job classification be increased from pay grade 16 to pay grade 17. This job classification requires a Class A Commercial Driver's License and is a safety-sensitive job. A pay grade 17 also aligns this job with other skilled trade jobs such as Facilities Maintenance Technician, Water/Wastewater Maintenance Technician and Water Treatment Plant Operator.

**Retitle**

- I am requesting that this job classification be retitled from Equipment Mechanic to Fleet Services Mechanic. Equipment Mechanic gives the impression that this position would mainly work on lawnmowers, backhoes, tractors, etc. In reality, this job works on a wide variety of vehicles and equipment including fire engines, trash trucks, dump trucks, etc. Fleet Services Mechanic title would help recruit mechanics to work on our wide variety of fleet and help with existing employee morale.



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**FLEET SERVICES MECHANIC, SENIOR**

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**SUMMARY**

The purpose of this classification is to perform technical/manual work functions associated with repair, inspection and maintenance of gasoline and diesel powered automotive/mechanical vehicles, equipment and machinery. Employees in this classification have achieved and maintained a specific level of competence, professionalism, commitment, and performance as a Fleet Services Mechanic for the City of Tuscaloosa.

Must possess and maintain a valid Freon Recovery Certification and a valid Alabama Commercial Driver's License (CDL) Class A, along with five (5) years of experience as a Fleet Services Mechanic with the City of Tuscaloosa to include meeting measurable performance standards.

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**ESSENTIAL FUNCTIONS**

**The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.**

Inspects equipment and diagnoses malfunctions; examines parts for damage or excessive wear; repairs, rebuilds and maintains automotive and mechanical equipment and machinery.

Repairs vehicles and heavy equipment, specifically: fire and rescue vehicles, motorcycles, tractors, backhoes, front end loaders, track driven loaders, bulldozers, trenchers, motor graders, boom and bucket trucks, cranes, knuckle boom loaders, and other City equipment; operates/inspects/tests equipment to ensure operating efficiency.

Performs technical and skilled tasks to rebuild a wide variety of motors, engines, tools, pumps, and specialized systems including hydraulic cylinders, rear differentials, gear boxes, steering sectors, and related systems

Inspects equipment and conducts diagnostic tests to detect problems and determine resolutions on systems including automatic and diesel electronic systems, air conditioning systems, and related operational areas.

Repairs numerous operating systems performing technical and skilled tasks; repairs air brake systems, hydraulic brake systems, hydrostatic brake systems, antilock brake systems, drive shafts, manual transmissions, automatic transmissions, cranking systems, charging, systems, electronics, cooling systems, fiberglass body components, sheet metal body components, mechanical and electronic fuel injection systems, electronic turbo charged diesel systems, front and rear axles, truck frames, and any other operational areas necessary to restore usability to the equipment.

Performs the following repair tasks: overhauling vital engine components, repairing and maintaining structural integrity, repairing and maintaining hydraulic systems, inspecting and repairing brake components, overhauling rear differential and rear axle bearings, troubleshooting ignition and electrical systems, repairing and recharging air conditioning systems.

Performs the following maintenance on machinery: checking fluid levels, changing oil and filters, replacing tires, batteries and hoses, tuning engines, greasing equipment, pumping gasoline, and washing/cleaning equipment.

Operates machinery used in fabrication of parts and designs requested by verbal instruction or detailed drawings.

Operates machinery, equipment and tools associated with repairing, rebuilding, maintaining, and testing equipment, specifically: specialized welders, cutting torch, air arc torch, mechanic tools, pneumatic tools, and diagnostic instruments.

Rigs and lifts heavy loads such as truck beds, boom sections from knuckle boom loaders, and large sheets of steel.

Maintains equipment service records, warranty records.

Prepares and/or receives forms, drawings or documents; processes and forwards.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages and/or directs calls to appropriate personnel; responds to requests for service.

Responds to service calls for vehicles disabled on the road; troubleshoots problems or arranges tow.

Cleans shop areas after projects are complete.

Maintains shop equipment, specifically: air compressors, gas pumps, hydraulic lifts, electrical wiring in building.

Assists tire shop in repairing rims and removing stripped lug nuts and studs.

Maintains grease and oil separator.

Performs routine maintenance on Fuel Islands.

Reviews, completes, and forwards work orders using a computer operating program.

Must respond to callouts and after hour calls when on call.

Provides technical supervision and instruction to Fleet Services Mechanics.

Assists in implementing training program for Fleet Services Mechanics.

Assists in creating, establishing, and maintaining standard operating procedures (SOPs).

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

## MARGINAL FUNCTIONS

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High School diploma or GED with vocational/technical school training in automotive mechanics, diesel engine repair, or related field required; Five (5) years of experience as a Fleet Services Mechanic with the City of Tuscaloosa to include meeting measurable performance standards. Must possess and maintain valid certification in freon recovery. Must possess and maintain a valid Alabama Commercial Driver's License (CDL), Class A. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

## MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

**The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.**

**DATA UTILIZATION:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**HUMAN INTERACTION:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**EQUIPMENT, MACHINERY, TOOLS, AND MATERIALS UTILIZATION:** Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

**VERBAL APTITUDE:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**MATHEMATICAL APTITUDE:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**FUNCTIONAL REASONING:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

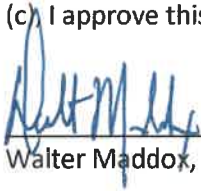
**SITUATIONAL REASONING:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**PHYSICAL ABILITY:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**SENSORY REQUIREMENTS:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, or rude/irate customers.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c) I approve this Classification Specification.



Walter Maddox, Mayor

3-30-22

Date

APPROVED AS TO FORM

\_\_\_\_\_  
Office of the City Attorney

Prepared By: JPW/rd  
Requested: Admin Comte Date: 04/05/2022  
Council Presentation on: 04/12/2022  
Suspension of Rules: No

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 19-62  
OF THE CODE OF TUSCALOOSA  
(A22-0223)

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA that Section 19-62 of the Code of Tuscaloosa be, and the same is hereby amended to read as follows:

**“Sec. 19-62. Step-up pay and acting duty pay.**

A division of a department shall be defined in the organizational chart adopted by the council and have a separate budget identification number within the department.

- (a) *Purpose.* Occasionally, an extended vacancy will exist in the job of the head of a city department or a temporary vacancy within certain city departments engaged in construction activity or utility operations. In these instances, the extended absence of a department head, division head or the temporary absence of a key employee can hamper the operations of an entire department or that of a construction crew or facility. Such situations are not in the best interest of the city or the public. Therefore, a mechanism is needed to establish a process and to compensate certain city employees who are required to assume the role of acting department head or division head for an extended period of time or may be directed by their supervisors to assume duties in the absence of certain higher-ranking employees ("step up") in order to ensure that departmental operations and/or work activities continue at a normal pace. The purpose of this section is to provide such a mechanism by establishing the terms and conditions for special assignment pay under such circumstances (step-up pay).

Nothing herein contained shall be construed as establishing or granting any increase of base pay to any employee. The "step-up" pay herein authorized is to be paid to an employee only so long as that employee meets the requirements herein, is subject to modification at any time, and is not considered overtime pay or a part of an employee's base pay.

(b) **Step-up pay for non-public safety jobs.** Step-up pay is provided to crew workers, equipment operators, senior equipment operators, **automated garbage truck operators, jet vacuum truck operators, meter readers, water service technicians,** heavy equipment operators, **SSO/FOG Tech Investigators, IPS Technician construction crew supervisors, environmental service supervisors and maintenance crew supervisors when requested and eligible to step-up to a listed position.** A crew worker, equipment operator, senior and equipment operator, heavy equipment operator, **automated garbage truck operator, jet vacuum truck operator, meter reader, water service technician, SSO/FOG Tech Investigator, or IPS Technician** who is **eligible and directed** by their supervisor to "step up" to a vacant higher job in that department shall receive additional compensation at the rate of one and one-half (1½) hours per day at the employee's current hourly rate of pay provided however the following conditions are met:

- (1) The provisions hereof only apply to employees involved in construction or operations activities in the department of infrastructure and public services.
- (2) The provisions hereof do not apply to office or clerical personnel in any city department.
- (3) The employee must be directed by their supervisor to "step up" to the vacant job.
- (4) Stepping up shall consist of the performance of work by the employee in the capacity of the job classification of any employee in a higher job classification within the same department for a complete shift.
- (5) The step up shall not continue for a period of more than two (2) continuous workweeks unless approved by the human resources director as needed to promote efficiency of the city.
- (6) The employee must be otherwise qualified to "step up" to the vacant job, including possessing any required training certifications and/or licenses.
- (7) The vacant job must involve essential job functions, which are not outside the scope of the classification and/or duties of the employee stepping up to the job.

(c) **Acting duty pay for "acting" department and division head jobs.** It is the policy of the city that city employees classified by the city in such jobs as assistants, associates, or deputies or similar chain of command type jobs

shall function in the role of his or her superior during temporary absences of that superior without additional compensation.

However, in the event it is necessary for a city employee, due to the absence of the department or division head, to function in the capacity of their respective department or division head for an extended period of time or anticipated extended period of time as determined by the mayor, it is appropriate that such employee should receive some additional compensation for assuming the responsibility and duties of the department or division head (acting duty pay).

Any employee of the city whose job classification directs and/or authorizes them to function in the capacity of their department or division head in his or her absence, and who does so for an extended period of time or anticipated extended period of time as determined by the mayor, shall be entitled to acting duty pay which shall temporarily increase employee's annual salary to the amount employee is eligible to receive pursuant to subsection 19-50(a) if promoted to the department head or division head job but not eligible for starting pay increases provided in subsection 19-52(a).

- (1) The employee's job classification must authorize or direct them to function in the capacity of their respective department or division head in their absence. Provided; however, in the event the job classification of the employee does not so authorize the employee to function as required above, or there is more than one employee whose job classification would authorize them to function in the capacity of acting department head, then the individual must be designated by the mayor with the concurrence of the city council to function in the capacity as acting department head.
- (2) The employee must have functioned in the capacity as acting department or division head for a period of no less than thirty (30) consecutive calendar days.
- (3) The acting duty pay shall commence with the first full pay period following the thirty (30) days that the employee has been functioning as acting department or division head and shall terminate upon the appointment of a department or division head or another acting department head or division head or may be terminated at the will of the mayor. Provided, however, the mayor may, by written directive, authorize acting duty pay to commence sooner than the stated thirty (30) days if he reasonably anticipates that the absence of the department or division head will last an extended period of time and the extent of the additional responsibilities warrants the same.



- (4) The employee must be otherwise qualified to "step up" the vacant job, including possessing any required training certifications and/or licenses.
- (5) The vacant job must involve essential job functions which are not outside the scope of the general job classification and/or duties of the employee stepping up to that job.

FUNDING REQUIRED:  Yes  No

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COUNCIL ACTION

Resolution \_\_\_\_\_  
Ordinance \_\_\_\_\_  
Introduced \_\_\_\_\_  
Passed \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_  
Unanimous \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
Chief Financial Officer

Failed \_\_\_\_\_  
Tabled \_\_\_\_\_  
Amended \_\_\_\_\_  
Comments: \_\_\_\_\_