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9-1-1 FIRE POLICE MEDICAL

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# COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

**Policy No.** 1174 Date Issued: February 26, 2009
Section: 1000 – Personnel Policies Date Revised:
Accreditation Standards:

**SUBJECT:** ACTING LEAD PAY DIFFERENTIAL

APPROVED: _____
Board Chairperson

1.0 The Authority shall compensate any Public Safety Dispatcher II who is temporarily assigned the duties of a Public Safety Dispatcher III by an Operations Supervisor as set forth within the Memorandum of Understanding.

1.1 The Acting Lead Differential applies only to regular and probationary full or part-time employees.

1.2 The Acting Lead Differential will only apply to actual hours worked in that capacity.

1.3 Operations Supervisors who make an Acting Lead assignment shall indicate the assignment on that day's seating chart.

1.4 For payroll purposes, the Operations Supervisors shall create an entry on the tracking system allowing the payroll supervisor the ability to reconcile timecards.