Effective July 4, 2021, the MCGEO CBA Article 23 provides for “Employees formally assigned to a higher classified job shall be paid an hourly differential of five dollars ($5.00) for all hours worked in the higher classification.”

The MCGEO Temporary Promotion Process will continue for employees being promoted to a higher classified position for 10 or more calendar days, up to 12 consecutive months. These actions are processed through the HR Oracle system, which will change the employee’s pay rate.

The MCGEO Temporary Assignment Process is for employees being temporarily assigned to a higher classified position for less than 10 workdays at fulltime status OR any duration for parttime status OR any duration on an intermittent basis. Employee must meet minimum qualifications for the higher classified position.

Class Specifications, found in the Classification Plan, have minimum qualifications listed. Employee must submit a resume to verify credentials and work experience listed in the MQs. Supervisor must submit a Seamless Doc: Temporary Assignment Approval Form (MCGEO) to initiate the process.

Example Scenarios for Temporary Assignment:
• A shift supervisor is out for one day, requiring a temporary assignment to fill-in
• A higher-level operationally critical employee goes on vacation for one week, requiring a short-term temporary assignment to another employee to cover all duties of the position.
INTERMITTENT assignments and assignments of less than 10 days – require additional MCtime Pay Codes added to timecard (mapped to Oracle pay elements) so employee is paid a higher wage for tasks performed at higher grade level.

<table>
<thead>
<tr>
<th>Existing Pay Codes</th>
<th>ADD: Acting Promo (AP) Pay Codes ($5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular (Hours Worked)</td>
<td>+ Acting Promo (Pay)</td>
</tr>
<tr>
<td>Overtime at 1.5* or CL3 - Comp Lv Earned 1 hr EQ 1.5*</td>
<td>+ Acting Promo OT at 1.5</td>
</tr>
<tr>
<td>Overtime at 1.0* or CL2 - Comp Lv Earned 1 hr EQ 1.0*</td>
<td>+ Acting Promo OT at 1.0</td>
</tr>
<tr>
<td>Overtime at .5* or Comp Lv Earned 1 hr EQ .5*</td>
<td>+ Acting Promo OT at .5</td>
</tr>
<tr>
<td>Call Back Pay</td>
<td>+ Acting Promo Callback</td>
</tr>
<tr>
<td>HP1 - Holiday Premium Pay*</td>
<td>+ Acting Promo Holiday Prem at 1.5</td>
</tr>
<tr>
<td>HP2 - Holiday Premium Pay*</td>
<td>+ Acting Promo Holiday Prem at 2.0</td>
</tr>
<tr>
<td>OTL – DOCR – Lunch Overtime</td>
<td>+ Acting Promo OT Lunch - DOCR</td>
</tr>
<tr>
<td>Personal Leave Types (Annual, Sick, Comp Leave, Personal Days) &amp; Admin Leave types</td>
<td>+ Acting Promo (Pay)</td>
</tr>
<tr>
<td>Emergency Pay</td>
<td>+ Acting Promo Emergency Pay</td>
</tr>
<tr>
<td>(Either) Stand By Pay OR Acting Promo Stand By (not both)</td>
<td></td>
</tr>
</tbody>
</table>

* Since some pay codes are calculated (not entered into the body of the timecard) – Use the Manager’s JAVA View to review Daily totals.
Example 1 – Employee with 12 Hours Worked (8 Regular and 4 Excess Hours)

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 2 AP pay codes:

- Regular (Hours Worked) for 8 hours matched to Acting Promo
- CL3 – Comp Lv Earned – 1 hr EQ 1.5 rate matches Acting Promo OT at 1.5 rate.

Note – if the default form of excess hours is Overtime pay or if the employee elects to change the form of excess hour payment to overtime at 1.5 the (via Manager Pay Code Move Request) the Acting Promo OT at 1.5 rate (flat $5) is applied. The Acting Promo is a fixed amount and should not be used with a Pay Code Move Request.

Note – If the employee earns overtime at the 1.0 rate, match with the corresponding Acting Promo overtime at 1.0 rate.
Example 2 – Scheduled Holiday & Employee works 8 hours in the Temporary Assignment Role.

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 2 AP pay codes:

- Regular (Hours Worked) for 8 hours matched to Acting Promo
- HP1 – Holiday Premium Pay at 1.5 rate matches to Acting Promo Holiday Prem
Example 3 – Scheduled Holiday & Employee does not work 8 hours, while designated in the Temporary Assignment Role.

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 2 AP pay codes:
- Holiday Leave for 8 hours matched to Acting Promo
Example 4 – Unscheduled Holiday & Employee works 8 hours, while designated in the Temporary Assignment Role.

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 2 AP pay codes (and the normal manual entry of an additional Holiday Credit for an unscheduled holiday worked).

- Regular (Hours Worked) for 8 hours matched to Acting Promo
- HP2 – Holiday Premium Pay at 2.0 rate matches to Acting Promo Holiday Prem at 2.0
Example 5 – Stand By / Call Back
Monday as Employee Role & Tuesday while designated in the Temporary Assignment (Acting Promo)

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 3 AP pay codes
- Regular (Hours Worked) for 8 hours matched to Acting Promo
- Call Back Pay for 3 hours matched to Acting Promo Callback
- On Tuesday, ONLY Acting Promo Standby Pay is used for 12.5 hours.
  - 24 hours in a day. Employee has .5 unpaid meal break and works 8 hours. (24 - .5 - 8 =15.5 hours) When the employee is paid for 3 hours of Callback, Stand by Pay is reduced (15.5 – 3 = 12.5)
Example 6 – Emergency Pay

Emergency declared and employee works on site while designated in the Temporary Assignment (Acting Promo)

![Image of time management software]

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 2 AP pay codes and the manually add Emergency pay for eligible hours.

- Regular (Hours Worked) for 8 hours matched to Acting Promo
- Emergency Pay hours matched to Eligible Regular (Hours worked) during the time of the declared Emergency.
- Emergency Pay for 8 hours matched to Acting Promo Emergency Pay
Example 7 – DOCR Paid Meal Break
(For employees assigned the DOCR Paid Meal Pay Rules only (mandatory .5 overtime due to minimum staffing requirements), while employee is a Temporary Assignment. This is an approved exemption to the full hour increment usage

Use Daily Totals to match the regular and excess hours with the appropriate flat $5 Acting Promo Pay Code adding 2 AP pay codes.
• Regular (Hours Worked) for 8 hours matched to Acting Promo
• OTL – DOCR – Overtime Lunch for .5 hours matched to Acting Promo OT Lunch – DOCR
Acting Promo Genie and Acting Promo HyperFind

- Confirm that the employee is authorized to use the Acting Promo pay codes.
- Review OHR Eligibility/Process.
- Review that employee is a MCGEO employee (usually in the name of the Pay rule)
- Review each timecard individually.
  - Use the Manager Java Platform to view Daily Totals
  - In HTML Platform, individual detail reports should be run.
- Review for inappropriate codes in the pay period
  - Holiday Prem in a pay period with no Holiday
  - Emergency Pay in a pay period with no declared Emergency
  - Department Specific AP codes used in the wrong department

**Note** – Acting Promo codes are a fixed $5 amount and must be received as Pay (never Comp Leave). Acting Promo should not be used with Pay Code Moves.

**Note** – Acting Promo must be used in full hour increments.