



*Changing Lives...Building Communities*

**Title of Proposed Policy: Acting Capacity Policy**

**Policy (check one):** New \_\_\_\_\_ Revised  X  Reformatted \_\_\_\_\_

**Applies to (check all that apply):**

Faculty  X  Staff  X  Students \_\_\_\_\_

Division/Department  X  College  X

**Topic/Issue:**

Reformatting Acting Capacity Policy approved by the Board of Trustees on February 19, 2004

**Background to Issue/Rationale for Policy:**

Baltimore City Community College employees are frequently needed to serve in a temporary capacity until a position can be permanently filled. Employees assigned to perform duties associated with increased roles and responsibilities are provided additional compensation.

**State/Federal regulations and other policies/requirements:**

Memorandum of Understanding (MOU) between Baltimore City Community College and AFSCME Council 92/AFSME Local 1870, Article 23.

**Proposed Policy Language:**

It is the policy of Baltimore City Community College to fairly compensate employees assigned to perform in an acting capacity. Compensation will be based solely on the College's established job classifications. Acceptance of acting capacity positions is purely voluntary. Employees who choose not to accept an acting capacity position may do so without fear of retaliation.

**Proposed Implementation Date:**

**Proposed by: Tony Warner, Executive Director- Human Resources**  
**Vice President/Senior Staff Member**

**Approved by the Board of Trustees: February 19, 2004 (Original Approval Date)**

**Amended by the Board of Trustees: October 26, 2010**

**Originator/Division: Human Resources/Office of the President**