



**NORTHERN WAKE FIRE DEPARTMENT**  
**STANDARD OPERATING PROCEDURES**

**TITLE: Acting Status and Acting Pay**

**SECTION/TOPIC: General Administrative**

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**APPROVED BY:**

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**PRESIDENT – BOARD OF DIRECTORS**

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**FIRE CHIEF**

**1.0 Purpose**

- 1.1** To explain and implement “Acting Status” and “Acting Pay” for the employees of the Northern Wake Fire Department.

**2.0 Definitions**

- 2.1** Acting Status. A standing that is achieved when an employee has been officially designated to assume the responsibilities of a position of higher rank for a period of thirty (30) days or more.
- 2.2** Acting Pay. The compensation that an employee receives upon achieving Acting Status. Acting Pay is equal to the employee’s base pay plus 5 percent.
- 2.3** Designation Date. The date on which the Northern Wake Fire Department assigns an employee to assume the responsibilities of a position of higher rank.
- 2.4** Removal Date. The date on which the Northern Wake Fire Department removes, or replaces, an employee in assigned responsibilities of higher rank.

**3.0 Scope**

- 3.1** This Standard Operating Procedure applies to all Full-Time employees within the Northern Wake Fire Department.

**4.0 Procedure**

- 4.1** Upon achieving Active Status, an employee will begin to receive Acting Pay.
- 4.2** Acting Pay will be retroactive to the Designation Date and provided as the employee continues to fill the assumed role.

- 4.3** Once given a Removal Date, the Northern Wake Fire Department terminates the provision of Acting Pay Status. Vacation, illness, or other use of approved leave does not constitute an interruption of acting status.
  
- 4.4** The acting position will be expected to operate in the same capacity as the vacated position and will be held responsible for fulfilling the daily obligations assigned to the position.
  
- 4.5** Acting Position Convention
  - 4.5.1** Full-time Firefighter may act as a Full-Time Lieutenant.
  - 4.5.2** Full-time Lieutenant may act as a Full-Time Captain.
  - 4.5.3** Full-Time Captain may act as a Full-Time Battalion Chief