

TO: Jake Pawlak, Director, Office of Management and Budget
Lisa Frank, Chief Operating and Administrative Officer

FROM: Chris Hornstein, Director, DPW

DATE: July 15, 2024

SUBJECT: Acting Pay Request

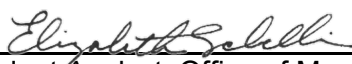
I am requesting acting pay for Donald Myers for the period commencing August 27, 2024 until a replacement is found or six months. This employee will be acting in the position of Superintendent.

Per the Acting Pay Policy revised in June of 2022, Donald Myers “is assuming, on a temporary basis, the duties of a higher-level position when it is absolutely necessary to have an employee immediately available to make pressing decisions that cannot be deferred or referred to a higher level”.


Thank you.

Acting Payroll Approval

Employee:	Donald Myers
Current Position Title:	Assistant Superintendent
Acting Position Title:	Superintendent
Dates:	August 27, 2024 – December 31, 2024
Current Salary and Step & Grade:	\$88,375, 27G
Acting Salary and Step & Grade:	\$95,697, 31E



Budget Analyst, Office of Management and Budget



Assigned Chief, Office of Management and Budget



Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration
Kelli Lewis
Don Mudrick