

CITY OF PITTSBURGH  
DEPARTMENT OF PUBLIC WORKS

TO: Jake Pawlak, Director/Office of Management and Budget  
FROM: Chris Hornstein, Director/Public Works  
DATE: April 4, 2023  
SUBJECT: Acting Construction Foreman Pay Request for John Minard

---

This memorandum serves to validate Acting Pay for Union and Non-Union personnel at various times during the 2023 year when Non-Union Supervisory personnel are off (i.e. vacation, medical leave, etc.). Therefore, I am requesting Acting Pay time for John Minard, Carpenter, for the period commencing on April 5, 2023 through April 21, 2023, or until the position is filled.

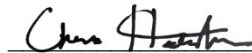
Per the Acting Pay Policy revised on June 2018, John “is assuming, on a temporary basis, the duties of a higher-level position when it is absolutely necessary to have an employee immediately available to make pressing decisions that cannot be deferred or referred to a higher level”.

Thank you for your consideration.


---

**Acting Payroll Approval**

|                                  |   |
|----------------------------------|---|
| Employee:                        | John Minard   |
| Current Position Title:          | Carpenter   |
| Acting Position Title:           | Construction Foreman  |
| Dates:                           | April 5, 2023 through April 21, 2023, or until the position is filled |
| Current Salary and Step & Grade: | \$26.95 / HR  |
| Acting Salary and Step & Grade:  | \$69,811 24E  |




Director, Public Works



Budget Analyst, Office of Management and Budget



Chief Operating and Administrative Officer, Office of Management and Budget



Director, Office of Management and Budget

CH/gm

cc:  
Benjamin Cogan / Rhonda Nesbit /  
Shandel Perry / Chris Hornstein /  
Marcelle Newman / Don Mudrick /  
Kelli Lewis