

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

FROM: Don Mudrick, Manager Personnel & Finance, DPW

DATE: September 18, 2023

SUBJECT: Acting Pay Request


I am requesting acting pay for Robert Sapp for the period commencing September 18, 2023, until October 28, 2023. This employee will be acting in the position of Construction Foreman.

Per the Acting Pay Policy revised in June of 2022, Rob Sapp “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:	Robert Sapp
Current Position Title:	Foreman, 2 nd DIV
Acting Position Title:	Construction Foreman, RAD
Dates:	September 18, 2023 – October 28, 2023
Current Salary and Step & Grade:	\$59,007.31
Acting Salary and Step & Grade:	\$69,810.96 (33.5630/hour), 24E



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