

TO: Chief Kinsey Casey

FROM: Director Janet K. Manuel

DATE: November 16, 2021

SUBJECT: Retro Acting Pay Request

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I am requesting retro acting pay for Jamie Warnock, Lead Benefits Coordinator, for the period commencing September 20, 2021 through November 12, 2021; this employee will be acting in the position of Manager, Benefits and Wellness.

Per the Acting Pay Policy revised in June of 2018, Jamie Warnock "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".

Upon initial approval from your office, forward this memo to your department Chief if applicable, otherwise forward this memo to the Office of Management & Budget for approval. Thank you.

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**Acting Payroll Approval**

Employee: Jamie Warnock  
Current Position Title: Lead Benefits Coordinator  
Acting Position Title: Manager, Benefits and Wellness  
Dates: Dates 9/20/2021-11/12/2021  
Current Salary and Step & Grade: \$71,363.97 and E26  
Acting Salary and Step & Grade: \$77,588.58 and G26



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Department Chief, if applicable

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Budget Analyst, Office of Management & Budget

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Director, Office of Management & Budget

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Chief of Staff, Mayor's Office

Cc: Manager, Payroll  
Supervisor, HR Administration