

TO: Jake Pawlak, Director, Office of Management and Budget
FROM: Felicity Williams, Deputy Chief of Staff
DATE: 9/27/2024
SUBJECT: Acting Pay Request

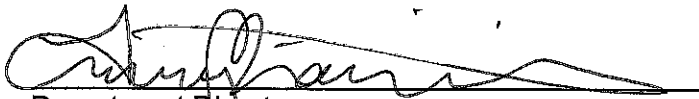
I am requesting acting pay for Paul Scott, Engagement Manager, for the period commencing September 27, 2024; this employee will be acting in the position of Neighborhood Services, Senior Manager.

Per the Acting Pay Policy revised in June of 2022, Paul Scott "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:	Paul Scott
Current Position Title:	Engagement Manager
Acting Position Title:	Neighborhood Services, Senior Manager
Dates:	September 27, 2024 through December 31, 2024 or when
then	position is approved, whichever is sooner
Current Salary and Step & Grade:	\$71,905 (\$35.24/hr) and Step & Grade
Acting Salary and Step & Grade:	\$95,697 (\$46.91/hr) and Step & Grade


Department Director


Budget Analyst, Office of Management and Budget


Director, Office of Management and Budget

CC: Lead Payroll Coordinator
Manager of HR Administration