

CITY OF PITTSBURGH

Department of Innovation & Performance Memorandum

TO:

Jennifer Presutti, Director, OMB

FROM:

Sam Ashbaugh, Chief and Acting Director of I&P

DATE:

August 6, 2018

SUBJECT:

Acting Pay Request - Revised End Date

I am requesting acting pay for Debra Christian and Mimi Addy, Chief Clerks in the Department of Innovation and Performance, for the period commencing May 11, 2018; these employees will be alternating acting in the position of Stacy Hill, Administrative Manager, who will be out on a medical Leave of Absence.

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Per the Acting Pay Policy revised in March of 2008, they will be "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 approval from Office of Management and Budget, we will forward to Payroll. Thank you.

Acting Payroll Approval

Employee:

Debra Christian, Mimi Addy

Current Position Title: Chief Clerk

Acting Position Title: Administrative Manager

Dates:

May 11, 2018 through August 31, 2018

Cc:

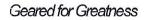
Personnel Director

Pavroll Supervisor

Supervisor of Applications & Records









CITY OF PITTSBURGH

Department of Innovation & Performance Memorandum

TO:

Jennifer Presutti, Director, OMB

FROM:

Lee Haller, Director

DATE:

July 10, 2018

SUBJECT:

Acting Pay Request - Revised End Date

I am requesting acting pay for Debra Christian and Mimi Addy, Chief Clerks in the Department of Innovation and Performance, for the period commencing May 11, 2018; these employees will be alternating acting in the position of Stacy Hill, Administrative Manager, who will be out on a medical Leave of Absence.

Per the Acting Pay Policy revised in March of 2008, they will be "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 approval from Office of Management and Budget, we will forward to Payroll, Thank you.

Acting Payroll Approval

Employee:

Debra Christian, Mimi Addy

Current Position Title: Chief Clerk

Acting Position Title: Administrative Manager

Dates:

May 11, 2018 through August 2, 2018

Cc:

Personnel Director

Payroll Supervisor

Supervisor of Applications & Records

OFFICE OF MANAGEMENT AND BUDGET



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DJ-8/1/2018

www.pittsburghpa.gov twitter.gom/PghIP City County Building, 414 Grant St, Room 604, Pittsburgh, PA 15219



CITY OF PITTSBURGH

Department of Innovation & Performance Memorandum

TO:

Jennifer Presutti, Director, OMB

FROM:

Lee Haller, Director Just

DATE:

July 12, 2018

SUBJECT:

Acting Pay Request - Revised End Date

I am requesting acting pay for Fredericka Greenwood, Lead Help Desk Representative in the Department of Innovation and Performance, for the period commencing May 21, 2018; this employee will be acting in the position of Joan Anderson, Help Desk Supervisor, who will be out on a medical Leave of Absence.

Per the Acting Pay Policy revised in March of 2008, they will be "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 approval from Office of Management and Budget, we will forward to Payroll. Thank you.

Acting Payroll Approval

Employee:

Fredericka Greenwood

Current Position Title: Lead Help Desk Representative

Acting Position Title: Help Desk Supervisor

Dates:

May 21, 2018 through August 10, 2018

Cc:

Personnel Director

Payroll Supervisor

Supervisor of Applications & Records

OFFICE OF MANAGEMENT AND BUDGET



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