



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.

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
Payroll Supervisor
Supervisor of Applications & Records



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CITY OF PITTSBURGH
Department of Innovation & Performance
Memorandum

TO: Jennifer Presutti, Director, OMB
FROM: Lee Haller, Director *LH*
DATE: July 10, 2018
SUBJECT: Acting Pay Request – Revised End Date

David Hill

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



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CITY OF PITTSBURGH
Department of Innovation & Performance
Memorandum

TO: Jennifer Presutti, Director, OMB
FROM: Lee Haller, Director *LH*
DATE: July 12, 2018
SUBJECT: Acting Pay Request – Revised End Date

David Hall

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



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