

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

FROM: Chris Hornstein, Director, DPW

DATE: June 12, 2024

SUBJECT: Acting Pay Request

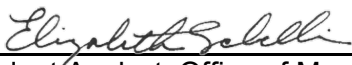
I am requesting acting pay for Robert Sapp for the period commencing June 20, 2024, until December 24, 2024. This employee will be acting in the position of Construction Foreman.

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
Dates:	June 20, 2024 – December 20, 2024
Current Salary and Step & Grade:	\$60,777
Acting Salary and Step & Grade:	\$71,905, 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
Don Mudrick
Kelli Lewis