


EDWARD C. GAINNEY  
MAYOR



LEE C. SCHMIDT  
DIRECTOR

CITY OF PITTSBURGH  
**DEPARTMENT OF PUBLIC SAFETY**  
CITY-COUNTY BUILDING

**INTEROFFICE MEMORANDUM**

DATE:	4-18-24	FROM:	Lee C. Schmidt
TO:	Chief Lisa Frank, Mayor's Office	THRU:	Elizabeth Schellin, OMB
RE:	Acting Pay Request – Retro Active Pay		

I am requesting retroactive pay for Saskia Bolger for the period of January 1<sup>st</sup>, 2024 through May 6<sup>th</sup> 2024, during which time Saskia was acting as the Social Work Manager. The original Acting Pay request was submitted with information based on the 2023 budget and did not include the increase that was approved in the 2024 budget. The change in the Social Work Manger's Step and Grade was from a 24E to a 27E which correlates to a change in salary from \$71,905 to \$81,074. The office of Community Health and Safety supports this request to have Saskia paid the difference between the 24E and 27E Step in Grade Salary for all hours worked as Acting Social Work Manager between the time period of January 1<sup>st</sup> 2024 and May 6<sup>th</sup> 2024.

Thank you.

**Retroactive Acting Payroll Back pay Approval**

Employee: Saskia Bolger

Current Position Title: Victim Assistance and Trauma Coordinator


Acting Position Title: Social Work Manager

Original Acting Pay Request Dates: November 6, 2023, through May 6th, 2024

Current Salary and Step & Grade: \$69,035 23E

Acting Salary and Step & Grade: \$81,074/ 27E

Request for Retroactive Pay Dates: January 1<sup>st</sup>, 2024 through May 6<sup>th</sup> 2024

  
Budget Analyst, OMB

  
Chief Operating & Administrative Officer, Mayor's Office

  
Director, Office of Management & Budget

Cc: Mary Griffith, Payroll Manager, HRCS  
Rhonda Nesbit, HR Supervisor, HRCS  
Patrick Cornell, Chief Financial Officer, OMB  
Charles Showers, Manager, Personnel & Finance, Public Safety


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**INTEROFFICE MEMORANDUM**

DATE: 4-12-24 FROM: Lee C. Schmidt   
TO: Chief Lisa Frank, Mayor's Office THRU: Elizabeth Schellin, OMB  
RE: Acting Pay Request - Extension

I am requesting acting pay extension for Saskia Bolger, Victim Assistance and Trauma Coordinator, for the period commencing May 7th, 2024. This employee will be acting in the position of Social Work Manager.

Per the Acting Pay Policy revised in June of 2022, Saskia Bolger "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 your approval, please forward this memo to the Director of Office of Management & Budget for final approval.

Thank you.

**Acting Payroll Approval**

Employee: Saskia Bolger


Current Position Title: Victim Assistance and Trauma Coordinator

Acting Position Title: Social Work Manager

Dates: May 7, 2024, through July 15th, 2024, or until a replacement is appointed

Current Salary and Step & Grade: \$69,035 23E

Acting Salary and Step & Grade: \$81,074/ 27E

  
Budget Analyst, OMB

  
Chief Operating & Administrative Officer, Mayor's Office

  
Director, Office of Management & Budget

Cc: Mary Griffith, Payroll Manager, HRCS  
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