



TO: Kevin Pawlos
FROM: Maureen Sommers
DATE: December 9, 2021
SUBJECT: Acting Pay Request

I am requesting acting pay for **Michael Kennedy, Associate Solicitor** for the period commencing **December 13, 2021**; this employee will be acting in the position of **Chief Legal Officer and City Solicitor**.

Per the Acting Pay Policy revised in June of 2018, **Michael Kennedy** "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 initial approval from your office, forward this memo to your department Chief if applicable, otherwise forward this memo to the Office of Management & Budget for approval. Thank you.

Acting Payroll Approval

Employee: **Michael Kennedy**
Current Position Title: **Associate Solicitor**
Acting Position Title: **Chief Legal Officer and City Solicitor**
Dates: **12/13/2021 to TBD**
Current Salary and Step & Grade: **\$107,132 (2021) \$110,346 (2022)**
Acting Salary and Step & Grade: **\$118,213 (2021) \$121,759 (2022)**

Department Chief, if applicable

Sheri Rolowski

Budget Analyst, Office of Management & Budget

Director, Office of Management & Budget

Chief of Staff, Mayor's Office

Cc: Lead Payroll Coordinator
Supervisor of Applications & Records