

RESOLUTION NO. 2026-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN DIEGO COMMUNITY
POWER ADOPTING AN ACTING PAY POLICY**

**THE BOARD OF DIRECTORS OF SAN DIEGO COMMUNITY POWER DOES HEREBY
FIND, RESOLVE, AND ORDER AS FOLLOWS:**

- A. San Diego Community Power ("Community Power") is a joint powers agency formed pursuant to the Joint Exercise of Powers Act (Cal. Gov. Code § 6500 *et seq.*), California Public Utilities Code § 366.2, and a Joint Powers Agreement effective on October 1, 2019, and amended and restated December 16, 2021 ("JPA Agreement").
- B. Section 3.2.12 of the JPA Agreement authorizes Community Power to adopt rules, regulations, policies, bylaws and procedures governing the operation of Community Power and Section 4.5.5 identifies setting policy as a duty of the Board.
- C. Community Power staff has prepared a proposed policy titled Acting Pay ("Policy") to establish a consistent, equitable, and fiscally responsible framework for compensating eligible employees who are temporarily appointed to perform the significant and distinguishing duties of a higher-level classification.
- D. The proposed Policy is intended to apply to full-time, permanent employees of San Diego Community Power (Community Power) who are appointed to serve in a temporary acting capacity in a higher-level classification.
- E. The proposed action is within the Board of Directors' authority. The action is consistent with Community Power's mission, regulatory obligations, and continuity of operations during vacancies (departures, leaves of absence, temporary absences, or other organizational needs) while recognizing employees who assume higher-level responsibilities on a temporary basis.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of San Diego Community Power as follows:

- 1. The Board of Directors approves the Acting Pay Policy, attached hereto as Exhibit A and incorporated by reference.
- 2. If any provision of this resolution, the attached policy, or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or application of the resolution or policy which can be given effect without the invalid provision or application, and to this end the provisions of this resolution and the policy are severable. The Board of Directors hereby declares that it would have adopted this

resolution and the attached policy irrespective of the invalidity of any particular portion thereof.

3. This resolution shall take effect immediately upon its adoption and shall remain in effect except as amended or until repealed by the Board of Directors.

PASSED, APPROVED AND ADOPTED at a meeting of the Board of Directors of San Diego Community Power held on August 27, 2026.

AYES: CHAIR LAWSON REMER-VICE CHAIR YAMANE, DIRECTORS FISHER,
INZUNZA AND SUZUKI
NOES: NONE
ABSTAIN: NONE
ABSENT: DIRECTORS ELO-RIVERA AND SAN ANTONIO



Terra Lawson-Remer, Chair
Board of Directors
San Diego Community Power

ATTEST:

APPROVED AS TO FORM:



Maricela Hernandez, MMC, CPMC
Clerk of the Board/Secretary
San Diego Community Power



Veera Tyagi, General Counsel
San Diego Community Power

POLICY	ACTING PAY	ORIGINAL ADOPTION DATE	AUGUST 27, 2026
APPROVAL DATE	AUGUST 27, 2026	RESOLUTION NO.	2026-12

PURPOSE AND SCOPE

The purpose of this Acting Pay Policy is to establish a consistent, equitable, and fiscally responsible framework for compensating eligible employees who are temporarily appointed to perform the significant and distinguishing duties of a higher-level classification.

This policy supports continuity of operations during vacancies (departures, leaves of absence, temporary absences, or other organizational needs) while recognizing employees who assume higher-level responsibilities on a temporary basis.

This policy applies to Regular Employees of San Diego Community Power (Community Power) (defined as full-time employees and does not include part-time, temporary, seasonal, or contract employees, student interns, or independent contractors) who are appointed to serve in a temporary acting capacity in a higher-level classification.

This policy does not apply to overtime assignments, routine short-term coverage, temporary workload increases that do not involve higher-level duties, professional development assignments, reclassification requests, or permanent promotions.

POLICY STATEMENT

Community Power may appoint an eligible Regular Employee in a temporary acting capacity to a position that is reasonably expected to be vacant for at least four months.

Employees in acting appointments must meet the minimum requirements for the higher-level classification and must be assigned the significant and distinguishing duties of the higher classification for a majority of their work time during the acting appointment.

An acting appointment is temporary and does not constitute a promotion, permanent appointment, reclassification, or guarantee of future placement in the higher-level classification.

Eligibility for Acting Appointment

To qualify for acting pay, the employee must meet all of the following conditions:

- The employee is a Regular Employee as defined above;

- The employee meets the minimum qualifications or requirements established for the higher-level classification;
- The employee is appointed to a vacant position per Approval of Authority section of this policy;
- The employee is assigned the significant and distinguishing duties of the higher-level classification;
- The employee performs those duties a majority of the time during the acting appointment;
- The acting appointment is approved in advance by the appropriate authority under this policy.

Approval Authority

Acting appointments require the written approval of the Chief Executive Officer, upon the recommendation of the employee's manager, department executive and People Operations, as applicable.

Acting appointments for the Chief Executive Officer (CEO) and the General Counsel positions will be made by Community Power's Board of Directors.

Acting Pay

An eligible employee appointed in an acting capacity to a higher-level classification will receive the pay of the higher classification beginning on the effective date of the acting appointment and shall end once the acting appointment ends.

Acting pay will be set at a rate within the higher-level classification's salary range that provides at least a ten percent (10%) salary increase or 90% of the midpoint of the higher-level classification's salary range, whichever is greater. If the salary increase would exceed the maximum of the higher-level classification salary range, then the acting pay shall be the maximum of the higher-level salary range.

Acting pay is temporary, non-precedential, and does not permanently change the employee's base salary, classification, salary grade, title, or employment status. Acting pay is not subject to cost-of-living adjustments or merit adjustments. Any such adjustments would be made at the employee's regular pay.

Duration and Review

Acting appointments are temporary and should be used only for the period necessary to address the vacancy, absence, operational need, or transition.

Acting appointments should be reviewed periodically by the department executive and People Operations to confirm that the appointment remains necessary and that the employee continues to perform the higher-level duties a majority of the time.

End of Acting Appointment

Acting pay ends when the acting appointment ends. An acting appointment may end when the incumbent returns, a permanent appointment is made, the operational need ends, the employee returns to their regular duties, or management ends the temporary assignment.

Upon conclusion of the acting appointment, the employee's compensation will return to their regular base salary unless a separate approved personnel action provides otherwise.

Relationship to Promotion and Reclassification

Service in an acting appointment does not guarantee promotion, selection, reclassification, or future appointment to the higher-level classification.

Temporary service in an acting capacity may be considered as relevant experience when evaluating future promotional opportunities, consistent with applicable recruitment, promotion, and compensation policies.

Administration

People Operations is responsible for administering this policy, maintaining documentation of acting appointments and related pay actions, and advising managers on appropriate use of acting appointments.

The CEO or designee may issue procedures, forms, or implementation guidance to support consistent administration of this policy.

Definitions

Term	Definition
Acting Appointment	A temporary appointment of an eligible employee to a vacant position in a higher-level classification.
Acting Pay	Temporary compensation paid to an eligible employee during an approved acting appointment.
Higher-Level Classification	A classification or position with a higher salary range and materially greater duties, responsibilities, authority, or accountability than the employee's regular position.

Term	Definition
Significant and Distinguishing Duties	The core responsibilities that distinguish the higher-level classification from the employee's regular classification, including decision-making authority, supervisory responsibility, program accountability, or other material duties.

PRIOR VERSIONS

DATE	ACTION	RESOLUTION NO.	POLICY NO.
N/A	N/A	N/A	N/A