



HUMAN RESOURCES POLICY ACTING PAY – EXCLUDED POSITIONS

EFFECTIVE: September 1999
REVIEWED: May 2013
REVISED: May 2013
RELATED POLICIES:

POLICY

Whenever possible, administrators attempt to plan their absences in a coordinated way. Usually Regional Office administrators are available for consultation with campus staff. There are times, however, when an employee is appointed in an acting capacity in the absence of union-excluded administrative staff. The designated person will be assigned additional responsibilities by College administration. The person designated to a higher-rated acting position at must clearly understand the College's communication processes. In recognition of the occasional need for someone to be appointed for certain time periods, and never less than three weeks, the Administration Committee has approved the following guideline for assigning "acting/substitution pay."

This guideline does not apply to College locations that do not normally have an excluded administrator on site.

GUIDELINE

1. **Acting/Substitution Pay:**

When a staff member is asked to cover at a higher-rated excluded position for three consecutive weeks or more, the President can authorize acting/substitution pay. The acting/substitution pay for an excluded position will be eight percent (8%) higher than the employee's usual salary or Step 1 of the pay level for the position, which ever is highest. Authorization will be determined by the President in consultation with the recommending administrator and the President can also authorize stipends for up to eight percent (8%) to a pool of staff covering the position.

2. **Responsibilities/Tasks:**

The additional responsibilities or tasks should reflect a substantive component of the work normally performed as part/all of the position into which the employee is being temporarily assigned. In the event that the employee's regular position description requires that they act as "back-up" for the position into which they are being assigned, acting/substitution pay would not be applied except in unusual, (i.e., extended term) circumstances.

PROCEDURE

1. When an administrator determines there is a need to assign primary functions of a higher rated excluded position to another employee, the administrator will forward a request for a temporary substitution, in writing, to the President or designate at the regional office. The request should be made in advance of the commencement of the assignment and should include the following information:

- Name of the individual to be assigned the substitution duties.
 - Title and position from which the additional duties are being assigned.
 - A list of the higher-rated duties that will be assigned to the employee in question.
 - The date the substitution will start and the anticipated duration.
 - Confirmation that the employee will/will not relinquish his/her regular position for the duration of the substitution assignment.
 - The President or designate will determine if substitution pay is appropriate and will forward her/his decision back through to the originating Administrator. In those cases where substitution pay is authorized, the President or designate will forward an approved copy of the request to Payroll for implementation.
2. Administrators should always consult the appropriate collective agreements when considering substitution assignments of union staff to excluded positions.
 3. Assignment of substitution duties is at the sole discretion of the President in consultation with the excluded administrator or his/her designate.