

4.3 Temporary Assignments

Acting Pay: Bargaining Unit Employees

The various collective agreements within the civil service all have provisions for acting pay to compensate employees when they are temporarily filling a higher position.

These provisions state:

“Where an employee is designated to perform for a temporary period of three or more consecutive days the principal duties of a higher position he/she shall receive payment of acting pay including the three (3) days equivalent to ten percent (10%) higher than his/her existing rate of pay provided that in no case shall the rate for the period exceed the maximum rate of the higher paying position.”

- Acting pay situations arise when an employee is designated to perform the principal duties of a higher paying position because of the temporary absence of the regular incumbent who will be returning to the higher position after the absence.
 - In these circumstances the department inputs the transactions to implement acting pay so the individual will receive the appropriate 10 per cent premium pay
 - The employee remains in his/her regular position while temporarily assigned these duties.
- Acting pay also applies when an employee is designated to perform the principal duties of a higher position that is vacant. The department must receive Public Service Commission approval to fill the vacancy unless the position is subject to the provisions of auto-refill.

ADMINISTRATION PROCEDURES

During the period in which acting pay is being received, union dues will continue to be based on the employee's regular rate of pay and do not include the premium pay. In addition:

- contributions to salary-related benefits (superannuation, long-term disability, group insurance) will continue to be based on the employee's regular rate of pay
- employees being placed in positions under these provisions must generally meet the requirements of the positions to which they are assigned.

If an employee after a period of acting pay is placed in a position on a full-time basis he/she will be rated for the position on a full-time basis in accordance with normal promotional policies.

Acting Pay: Non-Bargaining Employees

The *Civil Service Act* regulations governing acting pay for non-bargaining employees are regulations 26–29.

Currently, provisions are being developed based on revised regulations to determine an employee's level of compensation on merit pay, appointment, reclassification, promotion, demotion, lateral transfer, and acting pay. Until these are finalized, contact the departmental human resources office.

ADMINISTRATIVE PROCEDURES

The employee remains in his/her regular position during the period in which acting pay is being received and is not actually transferred into the position to which he/she is temporarily assigned.

During the period in which acting pay is being received, contributions for salary-rated benefits (superannuation, long-term disability, group insurance) will continue to be based on the employee's regular rate of pay.

Temporary Reclassification Provisions

Temporary reclassification is to be applied in situations where an employee is designated to perform the principal duties of a higher position that is vacant and approved for filling.

Temporary reclassification may be applied in situations where:

- a) an employee is being assigned the duties of a higher position during an absence of an incumbent which will exceed six months; and/or
- b) the application of the “acting pay” provisions does not adequately reflect the increased level of duties of the position to which the employee is temporarily assigned; and/or
- c) the employee's qualifications for the higher position would justify a larger adjustment than that provided through “acting pay”.

When temporary reclassification is approved, the employee is actually rated for the higher position and his/her salary will change during the period of the temporary reclassification with all salary related benefits being based on the new salary level.

Approval from the Public Service Commission is required for all temporary reclassifications.

Appointment of Acting Deputy Minister

For purposes of administering personnel matters except for terminations pursuant to the *Civil Service Act*, the appointment of an Acting Deputy Minister is made by the Deputy Minister with the written consent of the Minister.

When the Deputy Minister is absent or where there is a vacancy, the appointment is made by the Minister of the department.

COMPENSATION FOR THE ACTING DEPUTY MINISTER

The manner by which the acting pay is determined will be in accordance with regulations 29 and 31 under the *Civil Service Act*.

Acting pay is not to be provided for situations dealing with normal personnel transactions.

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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