

# Special Duties

Original Implementation Date:	April 2011	Approved by:	
Date of Last Revision:	August 23, 2021	Approved by:	Caroline Blair-Smith, A/CAO John MacPherson, A/DCAO
Effective Date of Last Revision:	June 26, 2022	Approved by:	Caroline Blair-Smith, A/CAO John MacPherson, A/DCAO

## 1 – Policy Name

Special Duties

## 2 – Purpose

To provide clear direction to managers who have identified a need to temporarily assign additional duties to a non-union employee that are above and beyond the duties contained in the employee’s job description.

## 3 – Objectives

The objectives of this Policy are:

- To allow for the temporary assignment of additional duties for a non-union employee.
- To ensure that employees assigned extra duties are fairly compensated.
- To provide workplace flexibility.

## 4 – Scope

This Policy applies to all permanent and temporary non-union employees.

## 5 – Definitions

In the context of this document:

**Temporarily** means 18 months or less.

## 6 – Roles and Responsibilities

### Executive Directors

Executive Directors are responsible for:

- Approving special duties premiums.

## **Directors/Managers**

Directors/Managers are responsible for:

- Working with Human Resources Business Partners to prepare special duties pay requests and submitting them to Total Rewards.

## **Human Resources Business Partners**

Human Resources Business Partners are responsible for:

- Assisting directors/managers in preparing requests for special duties pay.

## **Human Resources Total Rewards**

Human Resources Total Rewards is responsible for:

- Reviewing special duties pay requests and submitting them to business unit executive directors for final approval.

## **7 – Policy Regulations**

When a director/manager determines that there is a need to temporarily assign additional duties to a non-union employee, that are above and beyond the duties contained in the employee's job description, the director/manager may request that the employee's salary be adjusted with a 5% temporary special duties premium.

The costs associated with the temporary, special duties premium must be funded out of the applicable business unit's existing annual budget.

## **8 – Repeal**

Replaces the Special Duties Business Practice.

## **9 – Effective Date**

June 26, 2022

## **10 – Related Policies and Practices**

Acting Assignment

## **11 – Policy Review**

Review every 2 years.

## **12 – Contact**

Director, Total Rewards, People, Communications & IT.

## **13 – Attachments**

N/A