

## Acting Pay Assignment

Original Implementation Date	April 1, 1996		
Date of Last Revision	April 12, 2012 (replaces former Acting Pay business practice)	Approved by	CAO & Senior Management Team
Effective Date of Last Revision	April 12, 2012		

### 1 - Business Practice Name

Acting Pay

### 2 - Scope

This applies to all non-union HRM employees.

### 3 - Procedures

In the event there is a requirement for an employee to temporarily take on the duties of another position for greater than 30 calendar days, the applicable manager may offer a non-union Acting assignment. Where such opportunity is expected to exceed 3 months an Expression of Interest is the appropriate tool to identify a pool of candidates. When an Acting assignment is required for an extended period of time, or occurs frequently, consideration shall be given to assigning the role to qualified candidates in rotation in order to provide wider developmental opportunities.

Employees who are appointed to an Acting assignment will be moved into the position on a temporary basis for the duration of the assignment. As a general rule, lateral Acting Assignments (within the same pay band) will not result in an increase in salary. Where it is determined that the position involves more responsibility than the employee's base position, the employee may receive up to a 6.5% increase in salary or adjustment to the minimum of the range of the position, whichever is greater, for the duration of their assignment. The assigning manager should consult with their HR Business Partner and Talent & Total Rewards to determine the appropriate acting assignment increase.

It is important to note that the costs associated with an Acting assignment must be funded out of the applicable business unit's existing annual budget.

#### **Example:**

An employee currently in a NSUPE level 4 position (\$38,184 annually) is assigned into a 30 day acting assignment in a P2 position, the salary would be adjusted to \$65,000 which is the minimum of the P2 band in 2017 as the 6.5% increase would be below the P2 band

minimum.

#### **4 – Contact**

Manager of Talent & Total Rewards, Human Resources

#### **5 - Related Policies and Practices**

Forms part of the non-union Total Compensation Toolkit