



Procedures

Policy Name	Temporary Performance of Higher Duties and Multiple Position Coverage		
Policy #	718	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	June 5, 2018
Policy Approved by	Senior Management Council	Revision Date	June 4, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	June 4, 2024

See the related [POLICY](#).

DEFINITIONS

Temporary Performance of Higher Duties (TPHD/Acting Assignment): the assignment of an employee to perform significant duties of a job/classification with a higher maximum annualized salary than the job/classification currently occupied. Significant duties of a job/classification are those which differentiate it from jobs/classifications with a lower maximum annualized salary.

Multiple Position Coverage Acting Assignment: the assignment of an employee to provide coverage for a job/classification with the same maximum annualized salary as the job/classification currently occupied. This would be multiple position coverage of the same pay band.

PROCEDURES

1. Temporary Performance of Higher Duties (TPHD)

- a) TPHD applies to an OOS employee acting in OOS assignments of higher classification than their home position OR in-scope employees (PSBU and SPFA) temporarily acting in an OOS assignment of higher classification than the employee's home position.
- b) An employee who is eligible for TPHD will receive an increase in pay, calculated at eight (8) percent of their current salary or adjusted to the minimum of the range of the position for which they are acting, whichever is the greater.
- c) If the employee has stipends in their home position, the designated percentage increase in pay includes this element in the calculation.
- d) If the employee lacks the requisite education/experience for the acting assignment, and is not expected to perform the entire job requirement (responsibilities/duties), the compensation is an amount between an eight (8) percent salary increase and range minimum (case-by-case review).
- e) The adjusted increase will be for the days they have been assigned to perform the higher evaluated duties and a formal letter is supplied to the employee.

- f) For an employee acting in a pay band with an associated step structure and the calculated promotional adjustment is between two pay steps, then acting salary is adjusted to the higher of these two rates.

2. Multiple Position Coverage

- a) An employee may be requested to backfill a position that is the same pay band as their current position; this is referred to as Multiple Position Coverage.
- b) There is typically no resultant change in pay for this situation as the assignment is deemed a lateral arrangement for a limited (brief) period.
- c) The designated HR lead confirms the particulars with the business client and supplies instruction to the HR Analyst.
- d) If an employee is performing multiple roles, and work volume (and duration) is significant, with appropriate authorization a compensation adjustment may be considered by the senior business leader.
- e) If the change in work demands is deemed substantial, and the duration of the changed work is for a period longer than three (3) months, then the employee is entitled to a five (5) percent lump sum payment. The lump sum is calculated on the employee's annualized salary and prorated accordingly for the designated time period. Payment is supplied at conclusion of the 'multiple coverage', or on 3-month intervals if period is prolonged.
- f) Payment for the multiple position coverage is charged to the org that is being covered by the respective employee.

RELATED DOCUMENTS

The following documents are on mySaskPolytech – Human Resources – Policies and Procedures:

- OOS Acting Assignment Request Form
- TPHD and Multiple Position Coverage Process