



SUBJECT: Temporary Performance of Higher Duties by Out-of- Scope Employees	CATEGORY: Human Resources	NO. 718
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PREAMBLE

Under prescribed conditions, SIAS will compensate out-of-scope employees for performing the duties of their supervisors or other individuals in higher evaluated positions

POLICY

Payment for Temporary Performance of Higher Duties (TPHD) is provided to out-of-scope employees when they perform a **majority** of the duties of a higher evaluated position for:

- 20 or more consecutive work days

Eligibility for TPHD by out-of-scope employees **does not apply** in the following circumstances:

- employees act only as a point of contact in the absence of their supervisor or another individual in a higher evaluated position, or
- job description includes TPHD responsibilities

The application of TPHD requires approval by the supervisor and manager-once-removed. In the case of pay bands 9 - 11 this requires final approval of the President and CEO.

An out-of-scope 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. If the employee has a market stipend in their home position, the increase in pay factors this element. 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.

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PROCEDURES

1. Human Resources' Total Rewards department will prepare the TPHD letter in consultation with the supervisor and HRC recommending the assignment.
2. The Total Rewards department will secure the required approvals as stipulated in the Management Authorities Grid.
3. The employee's supervisor will give the original TPHD letter to the employee.
4. The Total Rewards department will ensure that copies of the TPHD letter are provided to Payroll and kept in the employee's personnel file.

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