



POLICY STATEMENT

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	Issue or Revision Date	June 4, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	June 4, 2024

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to outline Saskatchewan Polytechnic's commitments, administrative procedures, and roles/responsibilities associated with the compensation administration of Temporary Performance of Higher Duties (TPHD) or Multiple Position Coverage.

SCOPE

This policy applies to employees acting in Out-of-Scope (OOS) assignments higher than the employee's home position and OOS employees providing multiple position coverage.

GUIDING PRINCIPLES

When administering OOS assignments, such as TPHD or Multiple Position Coverage, Saskatchewan Polytechnic is committed to the following:

1. Adhering to the Management Authorities Grid (#504b) for authorization of TPHD or Multiple Position Coverage;
2. Ensuring that employees are compensated fairly and consistently for the altered work arrangement.

POLICY

1. Saskatchewan Polytechnic will compensate OOS acting assignments for employees performing the duties of their supervisors or other individuals in higher evaluated positions OR in situations where an employee is performing their home position while simultaneously acting in another position (multiple position coverage).
2. Payment for TPHD in an OOS assignment is provided when employees perform a **majority** of the duties of a higher evaluated position for **20 or more consecutive work days**. Eligibility for TPHD **does not apply** if an employee is acting only as a point of contact in the absence of their supervisor or another individual in a higher evaluated position.

3. The application of TPHD is to be approved according to the authorities designated in the Management Authorities Grid (#504b). An employee who is eligible for TPHD will receive an increase in pay, calculated at **eight (8) percent** of their current salary (home position) or adjusted to the **minimum of the range** of the position for which they are acting, whichever is the greater.
4. Payment for multiple position coverage is provided if the additional work demand is deemed substantial and duration is for a period longer than three (3) months. The employee is entitled to a five (5) percent lump sum payment calculated on their annualized salary and prorated accordingly for the designated time period.

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.

RELATED POLICIES/DOCUMENTS

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

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