

Town of Greater Napanee Acting Pay Policy



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Department:	Human Resources	Contact: Human Resources
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Introduction

Acting pay is intended to properly recognize employees who are required to take on temporary additional duties, new roles and responsibilities beyond the level and scope of the grade of their position. The following policy provides direction for when and how acting pay should be applied

Purpose

The Town of Napanee is committed to ensuring fair and equitable pay for all employees who work for the Town

Scope

This policy applies to all Town employees but does not supersede any collective agreements currently in place.

Approvals

In all situations, the use and approval of acting pay are at the discretion of the GM and the Director of HR.

Policy

Acting Pay will Occur when:

- An employee is required to perform the duties of another higher-graded position for a duration of not less than 4 weeks.
- The employee will only be paid at a higher rate if the duties they are asked to complete are duties typically associated with a higher pay grade.
- Duties they are assigned that are at or lower than their current pay grade are not eligible for Acting Pay but may be eligible for overtime.
- Acting pay will only apply when the employee is asked to take on higher graded duties equivalent to at least 40% of their work duties during the duration of the Acting Pay period (minimum 4 weeks).
- Where possible Acting Pay should be planned for, however, there will be times where last minutes extended absences will require employees to assume unplanned duties. In all situations the GM and supervisor should reach out to HR immediately to discuss if acting pay is applicable

Process

When a planned or unplanned exit occurs, the Manager in consultation with the GM will develop a temporary work plan. The work plan will include reassignment of duties and will be reviewed with the Director of Human Resources who will review the work plan access the scope of the change and determine what if any acting pay should be provided.

Example of No Acting Pay

An administrative Assistant is asked to manage the administrative duties of the Deputy Director until a replacement can be found, anticipated 6 weeks. While the employee is taking on more volume the work they are taking on is more closely associated with that of an Administrative Assistant and therefore not eligible for acting pay. Should the additional workload require more time to complete the employee would be eligible for overtime as per overtime rules.

Development Assignments may be offered to an employee as part of their growth and development for future roles. These development assignments have an intrinsic value in that they provide the employee with on-the-job opportunities to develop new skills and abilities. Generally, all or a significant portion of a development assignment is not required and can be turned down (i.e. it is not critical that the work be completed now, or another employee at the appropriate grade is available to complete the work) and as such, is not normally eligible for acting pay. Discussion with HR should take place to determine if acting pay is appropriate. All development assignments should have a formal plan that outlines what is expected during the development assignment, what is being developed and when it is expected to end.

Example of Acting Pay

A Manager is asked to take on significant projects and management of work in the absence of the Director, (anticipated to last for 6 weeks). upon review of the work, approximately 40% of the work being transferred to the Manager is at the Director's pay level. As such the Manager will receive 40% of the difference between their pay rate and the entry pay rate of the Director position for the period they are asked to take on the higher-level duties.

*Manager Grade 6 step 5 \$35.00 per hour
Director Grade 8 step 1 \$39.00 per hour
Different \$4.00 per hour
50% of the difference = \$2.00 per hour more for the period of time they assume the higher-level duties.*

This guideline is not intended to contravene or supersede any current policy or collective agreement. Acting pay should not be used in situations where an employee has an active development plan to learn the tasks or duties of another position as part of their development plan.

Dispute Resolution

All disputes are to be raised first with the immediate supervisor, should a satisfactory answer not be received a written letter of dispute may be submitted to the Human Resources Department. Written disputes are to include:

- 1) What is being disputed, amount of acting pay, denial of acting pay length of acting pay.
- 2) Details and facts to support the dispute
- 3) Requested restitution

The Human Resources department will review the dispute gather additional information and provide a written response back to the employee