

Corporate Guidelines

| | | |
|--|---------------------------------------|-------------------------|
| Guideline Title: | Applies to: | Reference # |
| Out-of-Scope Appointments and Assignments | City of Regina Out-of-Scope Employees | 120-HR-15 |
| Approved by: | Dates: | Total # of Pages |
| Executive Leadership Team | Effective: | 5 |
| | Last Review: | |
| | Next Review: | |
| Authority: | People and Organizational Culture | |

1.0 Purpose

To ensure consistency across the organization and to provide guidelines for conditions under which pay adjustments may be made. These guidelines are to be applied in circumstances as a result of reorganization, recruitment, leaves of absence, annual leave and situations in which individuals are required by the Employer to substantially perform duties of a higher classification level.

To promote and model fiscal responsibility, Managers who are responsible for ensuring that adequate coverage is provided in their Branches should try to do so without additional costs whenever possible. Options for providing coverage include:

- Assigning responsibilities to an Employee currently working in a position at the same level; i.e., another Manager in the department; or
- Assigning responsibilities to an Employee currently working in a position at a higher level.

2.0 Scope

This document applies to permanent and term Out-of-Scope employees at the City of Regina. City employees who are members of collective bargaining units will reference their collective bargaining agreements while in Superior Duty capacity.

3.0 Definitions

Superior Duty – short term temporary Acting assignments (up to 6 months) to provide coverage for short term leaves in which the Employee performs their own job and provides coverage during absences.

Term Assignment – interim assignments typically for long term leaves (greater than 6 months, will not normally be for a period in excess of 24 months).

4.0 Policy

Superior Duty:

Superior Duty appointments are assigned to ensure coverage for shorter periods (up to 6 months) in relief situations to deal with routine decision-making. Assigning Superior Duty responsibilities to an Employee currently working in a position at a lower level may serve as developmental opportunities or succession purposes. Typically Superior Duty is to provide coverage for vacation, LDOs, compassionate, education leaves and conferences. The individual appointed to Superior Duty may be required to perform additional or different tasks, but does not take on full responsibilities and duties of the higher classified position.

Superior Duty assignments 30 calendar days or longer will be paid an additional 10% to their base salary, subject to the maximum of the job's pay band, as approved by the Supervisor. Effective April 30, 2017, Superior Duty assignments of 29 calendar days or less will not receive additional pay.

To administer: If Superior Duty is planned for 30 calendar days or longer, the Supervisor must submit an electronic Change Form to People and Organizational Culture – Payroll, and the Superior Duty assignment will be entered into the HR Information System. The Supervisor does not need to record Superior Duty in EmpCenter. The employee will receive Superior Duty pay from the first day of the appointment. If Superior Duty is 29 days or less, the Supervisor must enter the employee's Superior Duty into EmpCenter Time & Attendance. If Superior Duty appointment accumulates and reaches 30 calendar days, the Supervisor must submit an electronic Change Form to People and Organizational Culture – Payroll, and the Superior Duty assignments will be entered into the HR Information System. The employee will then receive Superior Duty pay from the first day of the appointment. Memos can also be sent to People and Organizational Culture so that a record of the Superior Duty assignment can be placed in the employee's Personnel File (See Appendix B for sample memo).

In Administration Bylaw No.2003-69, the Chief Financial Officer, Chief Operating Officer, and City Assessor are required to assign individuals in an Acting capacity whenever they are unavailable. All other Superior Duty appointments should be made on an as-needed basis according to Section 1.0 above.

Terms:

Term assignments are usually made on an interim basis for longer periods (greater than 6 months, up to 24 months) to accommodate situations when the position is vacant and the Employee performs the duties of the new position on a continuous basis, or the Employee is responsible for a specific project, not just an increase in workload. The Term assignment is intended to provide sufficient time for recruiting, restructuring, or longer term training/education leave, parental/maternity leave, medical leave, personal leave, or any other time where a temporary vacancy exists. Term assignments can also be utilized to encourage cross-training opportunities for Employee development and to ensure consistent service delivery.

To administer: The Supervisor will ensure a Staffing Action Form is submitted. The Staffing Action Form must be provided a minimum of 3 days before the effective date, to ensure that the HR Management System and Time and Attendance system is updated to reflect the new assignment.

Term Assignments:

- may be determined from a job posting, Expression of Interest, or a Secondment;
- will not normally be for a period in excess of twenty-four (24) months;
- may be used for developmental, training, and cross-training purposes;
- require a Staffing Action Form to be completed.

OOS Guidelines 6.7: Salary on Promotion/Demotion and Job Classification:

OOS employees promoted/appointed from one position to another that has a higher maximum salary than their home position will have their salary adjusted by the application of a 3 to 12% increase to the employee's current salary subject to the minimum and the maximum of the new pay range based on the employee's prior performance and dependent on the knowledge, skills and ability of the employee in the new position. If the employee is rated developmental (does not possess all of the qualifications, knowledge, skills and ability) and their current salary in their home position falls within the pay range of the new position the increase shall be 3 to 6%; if the employee is rated developmental and their current salary in their home position falls below the pay range of the new position their salary will be adjusted to 70% of the maximum of the range for the new position. If the employee meets all the qualifications and has consistently maintained a performance standard of meeting job expectations the increase may be 7 to 9%, if the employee meets or exceeds the qualifications and/or has exceeded performance expectations the increase may be 10 to 12%.

If the Employee's regular salary exceeds the maximum salary established for the Term position they shall receive the regular salary of their home position and there shall be no loss of benefits or privileges to the Employee while serving in a Term. In most cases someone else assumes the responsibility of their home position. All Term assignments shall be approved by the Director, or in the case of a Director, the Executive Director. The Employee's wage shall be charged to the account associated with the Term assignment unless a communication is provided to Payroll and Finance designating an alternate GL account. The employee will receive the wage for their Term assignment for vacation days, LDOs, sick days, and statutory holidays.

When the Term assignment is a lateral transfer in the same pay band, the Employee shall maintain the rate of pay of their home position and there shall be no loss of benefits or privileges to the Employee while serving in the seconded or Term assignment.

Any general wage increases applied to the salary schedules during the course of a Term assignment, as well as in-range progression (merit adjustments), shall be applied to the salary rate for the Employee's home position and the Term assignment pay adjustment applied to the new rate. If the salary rate for the Employee's home position is the maximum of the range there shall be no adjustment for in-range progression.

If an Employee in a Term assignment is subsequently appointed (direct appointment or job posting) to the position, the salary rate for the new position shall be equivalent to the salary rate of the Employee's Term assignment effective the start date of the Term appointment. The date for calculating in-range progression in the new position, if applicable, shall be from the date of the Term assignment began or January 1st of the current year, whichever is the later. Employees placed in the Developmental category for

their Term assignment may be given a salary increase when appointed to the position permanently if they have demonstrated proficient performance in their role.

5.0 Roles & Responsibilities

People and Organizational Culture will update the Policy as needed.

Executive Directors, Directors and Managers are responsible:

- To promote opportunities for staff development and cross training
- To ensure consistent application of guidelines
- To provide the appropriate notification to Employee, Payroll, People and Organizational Culture and Finance
- To review Superior Duty assignments
- To review Term assignments

6.0 Related Forms

Reference Guide for Out-of-Scope Appointments and Assignments – Appendix A.

A memo template for Superior Duty assignments is attached – Appendix B.

7.0 Reference Material

Out-of-Scope Guidelines.

Bylaw No.2003-69 refers to Temporary Appointments for the positions of Chief Financial Officer, Chief Operating Officer, and City Assessor.

8.0 Revision History

| Date | Description of Change | (Re)-Approval Required (y/n) |
|--------------|-------------------------|------------------------------|
| 07-Nov-2007 | Initial Release | Yes |
| 08-Dec-2015 | Updated | Yes |
| 14-June-2017 | Updated – Superior Duty | Yes |

Reference Guide for Out-of-Scope Appointments and Assignments

Appendix A

| Assignment Type | Time period | Application Circumstances | Compensation | Points to consider |
|-----------------------------|---|--|--|--|
| <i>Superior Duty</i> | <ul style="list-style-type: none"> Coverage for short periods, up to 6 months. | <ul style="list-style-type: none"> Employee continues to perform their regular job duties as well as provide coverage for higher classified position. | <ul style="list-style-type: none"> Superior Duty pay will only be paid for Superior Duty assignments longer than 30 days. 10% Superior Duty pay added to base pay, subject to the max of pay band. General Wage Increase (GWI) and Performance Progression Pay (PPP) applied home position. | <ul style="list-style-type: none"> If appointed to higher classified position permanently, PPP is pro-rated from date of permanent appointment. Superior Duty will be entered into EmpCenter by immediate supervisor. Superior Duty assignments expected to be longer than 30 days will be entered into the HR Management System by the HR - Payroll branch. |
| <i>Term</i> | <ul style="list-style-type: none"> For periods greater than 6 months, up to 24 months. | <ul style="list-style-type: none"> Performs duties of higher classified position on a continuous basis, leaves home position for duration of the Term assignment. Interim appointments to fill a gap in the organization, special project, and long term leaves. | <ul style="list-style-type: none"> 3-12% increase to base salary for length of term, subject to min and max of pay band as per OOS Guidelines. GWI and PPP applied to home position, pay adjustment for Term assignment will be applied to new rate of home position. | <ul style="list-style-type: none"> If appointed to the position permanently, PPP is pro-rated from date the Term commenced. A Staffing Action Form must be submitted for Term assignments. |

Superior Duty: short term temporary assignments to provide coverage for leaves in which the Employee performs own job and provides coverage during absences.



Memo

Date

To: Employee

Re: Superior Duty Assignment – Acting Position Title

This is to advise that you have been appointed for a Superior Duty Assignment as Position Title, Position # in Department from Start Date to End Date inclusively. (*Note: This form is required for Superior Duty Assignments for 30 days or longer and up to 6 months. Durations lasting longer than 6 months are considered a Term Assignment and require a Staffing Action Form to be completed.

You will receive an additional 10% added to your base wage, subject to the maximum of the job's pay band, for this period in recognition of your Superior Duty.

I thank you for your commitment to the City of Regina and hope that you will find this opportunity both challenging and rewarding.

Sincerely,

Name
Title
Branch, Department

cc: Payroll Services
Finance Department
People and Organizational Culture – Personnel File

A 10% Superior Duty adjustment will automatically be charged to the account associated with the Superior Duty job unless an alternate GL account is specified.