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ACTING PAY

PURPOSE


1. Employees with the necessary qualifications receive acting pay for temporarily filling a position of a higher job evaluation.

APPLICATION


2. These guidelines and procedures apply to all employees, except those in the bargaining unit of the Nunavut Teachers Association (NTA).

PROVISIONS

3. Acting periods are approved by the deputy head of the employing department.
4. When an employee is required by the employer to perform the duties of a higher bargaining unit job evaluation position on an acting basis, he/she shall be paid acting pay calculated from the date on which he/she commenced to act as if he/she had been appointed to that higher job evaluation level for the period in which he/she acts. The employer shall provide the employee with a written request to assume acting duties in advance of the employee performing those duties.
5. When an employee is required by the employer to perform the duties of a non-bargaining unit position on an acting basis the employee will be given clear notice that he/she will be treated as an excluded employee governed by the Excluded Employee or Managers Handbook. The employer will provide the employee full details of the employee's salary and benefit entitlement while in the acting position.
6. Excluded employees acting in a bargaining unit position or another excluded position, acting pay shall be the greater of:
 - The higher pay range as if he/she had been appointed to the position at that higher pay range; or
 - Placement at the closest pay range that provides for a 10% increase, calculated from the time in which he/she commenced to act, for the period in which he/she acts.
7. Employees acting in a Senior Hay Plan position receive the greater of:

	
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- The minimum 70% rate of the pay band; or
 - The rate within the pay band that provides employees with a minimum 10% above their regular salary rate.
 - If the acting appointment is for a minimum period of two (2) consecutive months the employee shall be paid the minimum 70% rate of the pay band or 15 % above their regular salary rate.
 - Bargaining unit employees acting in an excluded position give up their union status for that same period and are not required to pay union dues.
8. Excluded employees acting in a bargaining unit position, for a period greater than three months, will have union status for that same period and are required to pay union dues. The three-month period may be made up of two or more consecutive and continuous acting periods.
 9. Employees acting in a non-union position, for a period greater than three months are eligible to apply for the Public Service Management Insurance Plan (PSMIP).
 10. Employees who are in acting positions receive negotiated salary increases at the higher position level.
 11. Acting pay is adjusted as well as regular pay for a retro-active salary increase if the acting appointment started on or after the adjustment date.
 12. Classroom assistants receive extra pay when leading a class, without a teacher present. The pay rate for such times is two ranges above their current step.
 13. Where an increment is due within six months and falls within the acting period, the increment date is adjusted to the start of the acting period and then the acting pay is calculated.
 14. Casual employees cannot act in a position.
 15. The manager/supervisor completes part one of the “request for acting pay” form.
 16. The acting pay request is sent to the deputy head of the department for approval.

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17. If a teacher is absent and a classroom assistant is required to lead the class, the principal or director approves the pay.
18. The acting pay information is transmitted to the Compensation and Benefits Division to initiate the change in pay.

AUTHORITIES AND REFERENCES

19. Main Collective Agreement with the NEU
Article 24, Acting Pay
Group 6 School Year Employees
20. Excluded Employees' Handbook
Salary
21. Senior Managers' Handbook
Salary
22. Public Service Regulations
Article 18, Section (2), Pay

CONTACTS

23. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut**

or

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut**