

GUIDE TO THE USE OF TEMPORARY ASSIGNMENTS REQUIRING JOB EVALUATION

(See Human Resources Management Manual 500, section 4.3 Temporary Assignment for Excluded Classifications Policy)

The Government of Nova Scotia recognizes that periodically it is necessary for managers to temporarily assign an employee additional duties or to a different position. This document outlines the process for determining compensation related to a temporary assignment for an employee in an excluded classification.

The Temporary Assignment for Excluded Classifications Policy applies to all excluded civil service employees whose terms and conditions of employment are set out in accordance with the *Civil Service Act* and regulations.

Departments are requested to use the standard Province of Nova Scotia template, Job Profile for Temporary Assignment - Appendix 4-G, when submitting temporary assignment reviews to the Public Service Commission for job evaluation. A standardized approach not only ensures consistency but provides the Public Service Commission the opportunity to make comparative assessments and judgements. In addition, departments should be aware that this process is to be used for temporary assignments only as defined in the Temporary Assignment for Excluded Classifications Policy. Should the need arise in which a temporary assignment results in the need for a permanent position, a completed job description and job evaluation review of the position is required.

The following outlines the process and the documentation/information required to support temporary assignment requests requiring job evaluation by the Public Service Commission. There are only two conditions that may result in a temporary job evaluation: in the case where additional duties are being added to an existing position or in the case in which new duties are to be assigned.

Conditions of Approval

- ✓ Approved DHR 1 form
 - rationale for request
 - compliance with temporary assignment policy
 - temporary assignment does not exceed 18 months
 - FTE is allocated and funding is available (*if applicable*)
 - applicable signatures/approvals obtained
- ✓ Job Profile for Temporary Assignment (use standard template provided and attach current organizational chart)

Submissions that contain thorough substantiation and which adhere to this outline will expedite the job evaluation process.

Process

The process applies to all government departments, offices, and public service entities as identified in Schedule A of the Civil Service General Regulations. Departments are reminded that in cases where a temporary assignment requires job evaluation, the PSC's determination of classification is required prior to a temporary assignment being advertised or offered.

Job evaluation is conducted by the Public Service Commission, Compensation Division, to determine a classification of a position according to the character and importance of the work and the duties and responsibilities of the position. In the context of the Temporary Assignment for Excluded Classifications Policy, job evaluation determines whether additional duties or new duties are of a higher value than an employee's existing classified duties.

NOTE: *“Additional duties” do not relate to volume. To clarify, the Temporary Assignment for Excluded Classifications Policy does not provide for addressing situations when an employee's work load is increased due to assignment of more of the same duties.*

Roles

Line department initiates preparation of the job profile review package for PSC review

- ensure conditions of approval are met
- develops job profile using the standard template - Appendix 4-G
- consults with the Compensation Consultant when preparing the submission, as necessary
- forwards approved DHR 1 form with rationale, job profile and organizational chart to the Compensation Consultant for the purpose of job evaluation prior to a temporary assignment being offered or advertised. If additional duties are being assigned in addition to an employee's regular duties the existing approved job description is required

Public Service Commission reviews initial submission

- the Compensation Consultant reviews the temporary assignment request submitted based on the conditions of approval and supporting documentation
- consultation will take place between the requesting department and the Compensation Consultant where any discussion, additional information and/or clarification is required
- the Compensation Consultant will review and evaluate the request and notify the department of the decision within 10 working days of receipt at the Public Service Commission
- the Compensation Consultant will forward the approved DHR 1 form and

supporting documents to the HR Assistant, Compensation, for processing. The HR Assistant, Compensation, processes paperwork accordingly and forwards the approved DHR 1 (original) form along with a copy of the approved job profile to the requesting department

NOTE: *In cases where it is determined through job evaluation that the additional duties or new duties are not of a higher value or is determined to be of a lower value than the employee's existing classified duties, the employee will maintain their existing classification during the temporary assignment period.*

The original job profile and supporting documentation will be maintained at the Public Service Commission.

Line department begins formalities based on Public Service Commission job evaluation

- creates a position number for new temporary assignment position or adjusts an existing position number to accommodate a temporary reclassification
- notifies the client(s) of the result of the Public Service Commissions review
- commences the temporary assignment recruitment process (ie expression of interest) (if applicable)
- ensures management and employee receives a copy of the approved job profile
- determines the employee's rate of pay using the Salary Determination Policy for Excluded Employees
- retains all documentation in Employee's Personnel file
- when a new temporary assignment position is created, forwards copy of finalized DHR 1 (including position #) to the HR Assistant, Compensation, for maintenance of Public Service Commission records

NOTE: *If a temporary assignment with reclassification exceeds 18 months (same employee into the same position) or if an employee is subsequently temporarily assigned to the same position within 6 months of the previous temporary assignment, the approval of the Public Service Commission, Compensation Division, is required on the form - Approval of an Extension or Subsequent Reclassification of Temporary Assignment with Reclassification by Public Service Commission.*

For further detailed information, please refer to the following references:

- Civil Service Act & regulations
- Management Manual 500: Fair Hiring Policy
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Temporary Assignment for Excluded
Classifications Policy
Salary Determination Policy for Excluded
Employees