

## 4.3 Temporary Assignment for Excluded Classifications Policy

### Policy Statement

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 policy outlines the process for making a temporary assignment for an employee in an excluded classification and the additional compensation an employee may be entitled to in those circumstances.

### Definitions

#### **ACTING PAY**

A rate of pay up to 10% higher than an employee's base pay rate not to exceed the maximum rate of pay for the position in which the employee is acting.

#### **ADDITIONAL DUTIES**

Duties assigned to an employee in addition to their regular duties. Job evaluation determines whether additional duties are of a higher value than the employee's existing duties.

#### **BASE PAY**

The regular bi-weekly pay rate for an employee's position exclusive of any pay adjustments or variable payments.

#### **DEPARTMENT**

Any department, office, or public service entity established by the Government of Nova Scotia as identified in Appendix A of the Civil Service General Regulations.

#### **DEPUTY HEAD**

The deputy of the member of the Executive Council presiding over a department and all other whom the Governor in Council from time to time designates as having the status of deputy head.

#### **EMPLOYEE**

A person employed in a managerial or confidential capacity who is excluded from collective bargaining.

**EXCLUDED CLASSIFICATION**

Includes classifications paid under the following pay plans: Administrative Support Classification and Pay Plan; Crown Attorney Pay Plan, Liability Management & Treasury Services Classification and Pay Plan; Management Compensation Plan, including those employees under the Legal Services Pay Plan; Medical Services Classification and Pay Plan and the Public Prosecution Pay Plan.

**JOB EVALUATION**

Job evaluation is conducted by the Public Service Commission to determine a classification of a position according to the character and importance of the work and the duties and responsibilities of the position.

**NEW DUTIES**

New duties assigned to an employee. An employee does not continue with their existing classified position/duties when new duties are assumed. Job evaluation determines whether new duties are of a higher value than the employee's existing/ classified duties.

**REGULATIONS**

The Civil Service General Regulations.

**SERIES PROGRESSION**

A classification series in which progression from one classification level to the next classification level in the series is subject to time in the position and satisfactory performance, (e.g., Solicitor Intake to Solicitor III).

**TEMPORARY ASSIGNMENT**

A temporary assignment includes the following circumstances:

- an employee is performing the principal duties of an existing classified position of a higher value; or
- an employee remains in their existing position and takes on additional duties which are determined through job evaluation to be of a higher value; or
- an employee remains in their existing position and takes on additional duties determined through job evaluation to not be of a higher value than their existing classified position; or
- an employee takes on new duties.

**TEMPORARY RECLASSIFICATION**

As the result of a temporary assignment, an employee temporarily assumes a classification of higher value than their regular classification.

## Policy Objectives

- To compensate employees for the value of work performed;
- To allow for management flexibility in assignment of duties;
- To promote consistency in compensation practices; and
- To clarify the roles and responsibilities for approval of a temporary assignment.

## Application

This policy applies to all non-bargaining unit civil servants whose terms and conditions of employment are set out in accordance with the *Civil Service Act* and regulations.

## Policy Directives

A temporary assignment may result in an employee receiving acting pay, a temporary reclassification or no change in compensation. Each of these circumstances are outlined in this policy below.

The Fair Hiring Policy should be reviewed when recommending a temporary assignment.

### TEMPORARY ASSIGNMENT WITH ACTING PAY

- Acting pay may be considered for a temporary assignment when the employee will be performing the principal duties of an existing classified position of higher value due to a vacancy or a temporary absence.
- Examples of situations appropriate to consider a temporary assignment with acting pay include:
  - a vacancy exists due to a retirement and recruitment for a full time replacement is being conducted
  - a temporary absence exists due to a leave.
- Managers should refer to the regulations for the minimum amount of time an employee in a particular excluded classification must be performing the principal duties of a higher value position to qualify for a temporary assignment with acting pay.
- Deputy Heads have the authority to approve up to 4 months of acting pay. Approval must be obtained on the form attached as Appendix 4-D.
- Directors of Human Resources have the authority to approve up to a 2 month extension of acting pay. Approval must be obtained on the form attached as Appendix 4-D1.

- If an employee is to be temporarily assigned with acting pay into the same position for a total accumulated period that is in excess of 6 months in a 12 month period, the Commission must approve the period of acting pay that is in excess of 6 accumulated months.
- Acting pay will be up to 10% higher than an employee's base pay rate not to exceed the maximum rate of pay for the position in which the employee is acting.
- At the end of the approved period for temporary assignment with acting pay, upon providing the appropriate documentation to the Deputy Head as required by this policy, the employee may be approved for a temporary assignment with reclassification or will revert to their regular pay rate.
- Acting pay is not payable to an employee who is performing the duties of a position that is classified as a series progression.
- Acting pay is not payable to an employee whose current position normally includes periodic substitution in a higher value position, as specified in the employee's position description.

#### **TEMPORARY ASSIGNMENT WITH RECLASSIFICATION**

- Temporary assignment with reclassification may be considered for a temporary assignment when the employee:
  - will be performing the principal duties of an existing/classified position of higher value due to a vacancy or a temporary absence; or
  - remains in their existing position and takes on additional duties which are determined through job evaluation to be of a higher value; or
  - does not remain in their existing position and takes on new duties which are determined through job evaluation to be of a higher value.
- Temporary assignment with reclassification may be used for circumstances up to 4 months (as an alternative to temporary assignment with acting pay) but must be used for circumstances longer than 4 months, unless an extension of temporary assignment with acting pay has been approved.
- The maximum length of a temporary assignment with reclassification is 18 months, except under exceptional circumstances. Such an extension requires the approval of the Commission.

#### **Existing Classified Positions**

- Deputy Heads have the authority to approve a temporary assignment with reclassification where the employee will be performing the principal duties of an existing classified position of higher value due to a vacancy or a temporary absence.

- Prior to an employee commencing a temporary assignment with reclassification into an existing classified position of a higher value, Deputy Head approval must be obtained on the form attached as Appendix 4-E.
- If an employee is to be temporarily assigned with reclassification into the same position within 6 months of the end of the previous temporary assignment with reclassification, the Commission must approve the subsequent reclassification.

**Positions requiring Job Evaluation**

- A temporary assignment with reclassification requires job evaluation when an employee:
  - remains in their existing position and takes on additional duties which require a job evaluation to be completed by the Commission to determine the value of the additional duties; or
  - does not remain in their existing position and takes on new duties which require a job evaluation to be completed by the Commission to determine the value of the new duties.
- Prior to an employee commencing a temporary assignment with reclassification requiring a job evaluation, the Public Service Commission, Compensation Division, must be provided with the information on the form attached as Appendix 4-F.
- Within 10 working days of the Commission receiving all completed documentation required by this policy, the Commission will complete the job evaluation and advise in writing the results of the evaluation to the department.
- The department will then determine the rate of pay for the temporary assignment with reclassification using the Salary Determination for Excluded Employees Policy.

**NO CHANGE IN COMPENSATION**

- There will be no change in compensation for an employee who:
  - remains in their existing position and takes on additional duties determined through job evaluation not to be of a higher value than their existing duties; or
  - does not continue with their existing duties and takes on new duties determined through job evaluation not to be of a higher value than their existing position.

## **Accountability**

### **DEPUTY HEADS**

Deputy Heads are responsible for:

- ensuring compliance with the requirements established by this policy for temporary assignments.

### **DEPARTMENTAL MANAGERS**

Departmental Managers are responsible for:

- recommending employees for temporary assignment in appropriate circumstances;
- preparing Job Evaluation Forms - Temporary Assignment as required by the policy to obtain a temporary assignment with reclassification for an employee.

### **HUMAN RESOURCE CORPORATE SERVICE UNITS**

Human Resource Corporate Service Units are responsible for:

- consistent administration and application of this policy.

### **PUBLIC SERVICE COMMISSION**

Public Service Commission is responsible to:

- act in an advisory capacity to departments on issues relating to the use and compensation for a temporary assignment;
- perform job evaluation to classify positions for temporary assignment with reclassification in accordance with this policy.
- review and respond to requests for temporary assignments in accordance with this policy.

## **Monitoring**

- The Public Service Commission shall coordinate periodic reviews to ensure departmental compliance with this policy.
- Departments shall provide all documentation deemed necessary to conduct any reviews of this policy.

## **References**

*Civil Service Act*

Civil Service General Regulations

Fair Hiring Policy

Salary Determination for Excluded Employees Policy

## **Enquiries**

Public Service Commission  
Compensation Division 424-8387

## **Appendices**

Appendix 4-D: Approval of Temporary Assignment with Acting Pay by Deputy Head

Appendix 4-D1: Approval of Extension of Temporary Assignment with Acting Pay by Director of Human Resources

Appendix 4-E: Approval of Temporary Assignment with Reclassification by Deputy Head

Appendix 4-F: Request for Job Evaluation for a Temporary Assignment with Reclassification by Public Service Commission

Appendix 4-G: Job Profile - Temporary Assignment

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*Approval date: March 20, 2008*

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*Approved by: Executive Council*

*Most recent review:*

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**Appendix 4-D**

**Approval of Temporary Assignment with Acting Pay by Deputy Head**

To obtain approval for a temporary assignment with acting pay for an employee, the following information must be provided to the deputy head.

**TO: Deputy Head**  
**FROM:**  
**DATE:**  
**RE: Request for Temporary Assignment with Acting Pay**  
**(Employee name and position)**

Employee's regular position

- classification title:
- pay level:
- pay rate:

Circumstances requiring the temporary assignment with acting pay

- vacancy
- leave or other temporary absence

Duration of the acting assignment (less than 4 months)

- start date:
- end date:

Position against which the employee will be acting

- classification title:
- position #:
- pay level:

**Deputy Head Approval**

Temporary Assignment with Acting pay is approved for a period of \_\_\_\_\_ months commencing \_\_\_\_\_(date) for \_\_\_\_\_ (employee name).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Only:

Percentage of acting pay as per the Salary Determination Policy: \_\_\_\_\_%

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 4-D1**

**Approval of an Extension of Temporary Assignment with Acting Pay by Director of Human Resources**

*To obtain approval for an extension of temporary assignment with acting pay for an employee, the following information must be provided to the Director of Human Resources.*

**TO: Director of Human Resources**  
**FROM:**  
**DATE:**  
**RE: Request for Extension of Temporary Assignment with Acting Pay**  
**(Employee name and position)**

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Circumstances requiring the extension of the temporary assignment with acting pay:

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Duration of the extension (up to 2 months)

- start date:
- end date:

**Attach copy of Approval of Temporary Assignment with Acting Pay by Deputy Head Form - Appendix 4-D**

**Director of Human Resources Approval**

Extension of Temporary Assignment with Acting pay is approved for a period of \_\_\_\_ weeks commencing \_\_\_\_\_ (date) for \_\_\_\_\_ (employee name).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appendix 4-E

### Approval of Temporary Assignment with Reclassification by Deputy Head

To obtain approval of a temporary assignment with reclassification for an employee who will be performing the principal duties of an existing classified position of higher value, the following information must be provided to the deputy head.

**TO: Deputy Head**  
**FROM:**  
**DATE:**  
**RE: Request for Temporary Assignment with reclassification**  
**(Employee name and position)**

Employee's regular position

- classification title:
- pay level:
- pay rate:

Circumstances requiring the temporary reclassification

- vacancy
- leave or other temporary absence

Duration of temporary reclassification

- start date:
- end date:

Position against which the employee will be reclassified

- classification title:
- position #:
- pay level:

<b>Deputy Head Approval</b>	
Temporary reclassification is approved for a period of _____ months commencing _____ (date) for _____ (employee name) to assume the position of _____ (title).	
Signature: _____	Date: _____

Human Resources Only:  
"Salary Rating Rationale Form" attached.

## Appendix 4-F

### Temporary Assignment with Reclassification

#### Request for Job Evaluation by Public Service Commission

The following information must be provided to Public Service Commission in circumstances requiring job evaluation to determine classification of a temporary assignment with reclassification.

**TO:** Compensation Division, Public Service Commission  
**FROM:**  
**DATE:**  
**RE:** Temporary Assignment with reclassification  
(Employee name and position)

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Employee's regular position

- classification & title:
- pay level:

Circumstances requiring the temporary assignment

- Additional Duties (please attach existing job description)
- New Duties

Duration of the temporary assignment with reclassification

- number of months:
- start date:
- end date:

**Completed Appendix 4-G - Job Profile - Temporary Assignment attached.**

**For Public Service Commission Use Only**

Classification: \_\_\_\_\_

Pay Level: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Only:

"Salary Rating Rationale Form" attached.

**Appendix 4-G****Job Profile for Temporary Assignment**

(for Excluded Civil Service Employees only)

The Management Job Description Writing Guide may assist you in the completion of this document. Web-link: <<http://www.gov.ns.ca/psc/>>

Job Title: _____	Division: _____
Department: _____	Date: _____
Location: _____	

**I OVERALL PURPOSE**

Please provide a brief but specific statement that describes the main purpose of this assignment.

**II SPECIFIC ACCOUNTABILITIES (MINIMUM 4 - MAXIMUM 7)**

Please list four to seven of the most important end results (not duties) this assignment is expected to achieve and how this is achieved.

**III REPORTING RELATIONSHIPS**

*(Please attach a current organization chart that shows the reporting relationships)*

**THIS JOB REPORTS TO:**

**JOB TITLES AND NUMBER OF INCUMBENTS REPORTING TO THIS JOB: (IF APPLICABLE)**

**IV DIMENSIONS (APPROXIMATE) (IF APPLICABLE)**

Please provide three - four measurable areas upon which this assignment may have either direct or indirect impact.

**V OTHER**

Other important information that will assist the reader with a further appreciation of what is typical of this assignment.

**VI VERIFICATION**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Head: \_\_\_\_\_ Date: \_\_\_\_\_