

**Policy Title:**           **Acting Pay**  
Policy Approver:       President's Office  
Policy Holder:         Human Resources  
Category:               Operational  
Original Date:         October 1992  
Last Revised:         September 2002  
Next Review:          April 2004

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### **Approval Statement**

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 19<sup>th</sup> day of September, 2002.

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President, Yukon College

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Date

## 1. Purpose of Policy

Yukon University recognizes that each employee should receive fair compensation for the duties performed. Accordingly, acting pay will be authorized by the appropriate senior manager whenever a bargaining unit or excluded confidential employee is directly assigned, without a short-term opportunity recruitment process, to the substantial duties of a higher paid position for 2 or more days.

When an acting assignment is made to one individual, the acting pay will not be pro-rated. When the substantial duties are assigned amongst more than one employee, the full amount of the acting pay will be shared by each employee in accordance with the portion of the workload undertaken.

Acting pay for bargaining unit staff is as set out in the Collective Agreement. Union excluded confidential positions will receive the same acting pay recognition as bargaining unit staff. Senior management positions will receive an additional 10% of salary as acting pay when the assignment is to a position with a higher pay level for 5 or more working days.

Acting pay assignments may not normally exceed 4 continuous months in duration unless there are unpredictable circumstances, or the assignment will end shortly thereafter. Assignments to unionized positions for periods longer than 4 months shall be considered term vacancies and shall be filled in accordance with normal recruitment and selection procedures and the Collective Agreement.

*A Declaration of a Staff Member Acting for a Senior Management Member Form* must be signed by any bargaining unit or excluded employee before undertaking an acting assignment to a senior management position when the acting assignment will be for 1 month or longer.

An employee acting in a senior management position for less than 1 month will not attend Senior Management Team meetings unless invited, by the Senior Management Team, to represent a Division on relevant topics.

Acting pay will not be paid for any time an individual takes as vacation leave during an acting assignment.

## 2. Governing Legislation and Relevant Documents

### 2.1 Board Governing Policies:

This policy recognizes the Yukon University Board of Governors Policy on Executive Limitations, including:

“With respect to treatment of paid and volunteer staff, the President may not cause or allow conditions which are unfair or undignified. Accordingly, she or he may not operate without written Human Resource procedures, which clarify rules for staff”

### 2.2 Collective Agreement between Yukon University Board of Governors and the Public Service Alliance of Canada.

## 3. Procedures

1. A completed *Delegation of Signing Authority, Approval Queues and Acting Pay Approval* form must be provided to the Finance Department to effect a change in signing and budget authority and initiate acting pay.
2. A completed *Declaration of a Staff Member Acting for a Senior Management Member* form must be attached if the assignment is to an excluded management position for a period longer than 1 month.
3. If employees are sharing the acting assignment, forms are required for each employee.
4. Human Resource Services will calculate the appropriate increased rate of pay and advise the employee, Division and the Payroll Department.

## 4. Other Related and/or Accompanying Documents

**B. FORMS** (available on the staff K drive under Human Resource Forms or Finance Forms)

*Delegation of Signing Authority, Approval Queues and Acting Pay Approval Form*

## Declaration of a Staff Member Acting for a Senior Management Member