

Temporary Substitution (Out-of-Scope) Request for Payment Form

Last revised: October 2020
Last reviewed: October 2020
Next review: October 2021

HR Service Centre, Public Service Commission

This form should be used to request a payment for temporary substitution greater than 15 days (5 days for MSG), but less than 2 years

Ministry: _____ Branch: _____ Name of Employee Being Assigned: _____

Period of Assignment: From: _____ / _____ / _____ To: _____ / _____ / _____
dd / mmm / yyyy dd / mmm / yyyy

Current Assignment #: _____ Current Classification Level: _____

Current EDO schedule, for MSG's (with dates): _____ Maintain EDO Schedule: N/A Yes No

Current Hours of Work: Out-of-Scope (Office - 156) Out-of-Scope (Undefined 165.333)

Reason for TAHD: _____ Name of Person or Position Number Relieved: _____

Assignment # of Person Relieved: _____ Classification of Person/Position Relieved: _____

EDO schedule, for MSG's (with dates) of Person/Position Relieved: _____

Hours of Work of Person/Position Relieved: Out-of-Scope (Office - 156) Out-of-Scope (Undefined 165.333)

Indicate all regular hours worked in the temporary substitution assignment including sick leave, vacation leave, EDOs, SDO's and stats.

Date	Hours Worked	Date	Hours Worked	Payroll Use
1		17		
2		18		
3		19		
4		20		
5		21		
6		22		
7		23		
8		24		
9		25		
10		26		
11		27		
12		28		
13		29		
14		30		
15		31		
16		Total		

Notes:

- When an EDO falls on a designated holiday, the EDO shall be rescheduled to the preceding or next working day.
- The maximum length that temporary substitution can be assigned for is two years. Continuous assignment is not broken by paid leave or EDOs i.e. continuous assignment is broken if the person returns and is paid in the home position.
- Ministries have discretionary power of approval for the payment of temporary substitution premium for paid leave days, such as vacation leave, sick leave and scheduled days off. If the temporary substitution request form includes any of those days and has been approved by management, submit the form payment.
- Management Support Group Employees shall not be paid temporary substitution when performing duties of another person who is on an EDO.
- Temporary Substitution premium will be paid at 8% of the employee's home position salary, subject to the minimum and maximum of the salary range being relieved.

REMINDER: The CRC policy applies to non-perm/temporary changes in job assignments. To determine if a CRC is required please refer to "Manager Job Aid – Temporary substitution (Out-of-Scope), Temporary Performance of Higher Duties (CUPE)".

Employee Signature: _____ Date: _____

Manager / Supervisor Signature: _____ Date: _____