

Temporary Assignment of Higher Duties <90 Days Request for Payment Form

Last revised: April 2017
Last reviewed: June 2017
Next review: June 2018

This form should be used to request a payment for temporary assignment of higher duties less than 90 days.

Commencing Temporary Assignment of Higher Duties <90 Days Request for Payment Form.

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 (with dates): _____	Maintain EDO Schedule : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Hours of Work:	<input type="checkbox"/> Regulated Office (5/4)	<input type="checkbox"/> Regulated 37 1/3
	<input type="checkbox"/> Modified Office (5/5)	<input type="checkbox"/> Regulated 37 1/3 (M-F)
	<input type="checkbox"/> Unregulated	<input type="checkbox"/> Altered
		<input type="checkbox"/> Out-of-Scope
Reason for TAHD: _____	Name of Person or Position Number Relieved: _____	
Assignment # of Person Relieved: _____	Classification of Person/Position Relieved: _____	
EDO schedule (with dates) of Person/Position Relieved: _____		
Hours of Work of Person/Position Relieved:	<input type="checkbox"/> Regulated Office (5/4)	<input type="checkbox"/> Regulated 37 1/3
<input type="checkbox"/> Regulated 37 1/3 (M-F)	<input type="checkbox"/> Modified Office (5/5)	<input type="checkbox"/> Modified 37 1/3
<input type="checkbox"/> Unregulated	<input type="checkbox"/> Field	<input type="checkbox"/> Altered
		<input type="checkbox"/> Out-of-Scope

Indicate all regular hours worked in the TAHD assignment including sick leave, vacation leave, EDOs, SDO's overtime, time in lieu 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 number of days that TAHD can be assigned is 90 continuous days. Continuous assignment is not broken by paid leave of EDOs i.e. continuous assignment is broken if the person returns and is paid in the home position.
 - Employees shall not be paid TAHD when performing duties of another person who is on an EDO.
 - Term employees will be eligible for salary maintenance subject to the minimum hourly rate of the higher salary range. If their home salary falls within the higher range, no TAHD is paid.
 - Employees assigned to Out-of-Scope positions earn SDOs rather than EDOs. See Article 12.5.c for formulas. Employees must take the SDOs prior returning to their home position.

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 Assignment of Higher Duties for 90 consecutive days or less".

Employee Signature: _____ Date: _____

Manager / Supervisor Signature: _____ Date: _____