

Temporary Assignment of Higher Duties Less Than 30 Days (SGEU)

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

Public Service Commission

This document provides information to managers and employees on TAHD Less Than 30 Days for SGEU In-Scope to SGEU In-Scope and TAHD Less Than 30 Days for SGEU In-Scope to Out-of-Scope.

Introduction

During the 2016-2022 round of bargaining, the parties agreed to changes in the Temporary Assignment of Higher Duties (TAHD).

These changes allowed for TAHD to be claimed and processed via timecard entry effective September 27, 2020. For any TAHD claims prior to September 27, 2020 please complete the TAHD Request for Payment Form and send to the HRSC for processing.

Criminal Record Check Considerations

The Criminal Record Check policy applies to changes in job assignment. If the CRC criteria in the new assignment are different from the previous assignment, such that there may be significant risk for the duration of the assignment, the manager will need to submit the CRC Status Confirmation Form and await results prior to assigning the new duties. For very short assignments, depending on the nature of the risk, this may not be necessary, provided the risk is mitigated. Consult with your Human Resource Business Partner for advice and guidance on making a determination. Information about Criminal Record Checks, the criteria, and the CRC Status Confirmation Form can be found on Taskroom.

Definitions

Temporary Assignment of Higher Duties for 30 days or Less (TAHD <30) (SGEU Article 12.1.1)

A situation where an in-scope SGEU employee has been assigned additional duties similar to a higher classification level than their 'home' assignment for a period up to and including 30 days.

Temporary Reclassification for Assignments Over (30) Consecutive Days (SGEU Article 12.1.1) (TAHD>30 or Temp Re-class)

A situation where an in-scope SGEU employee has been assigned additional duties similar to a higher classification level than their 'home' assignment for a period of 31 days or more.

SGEU TAHD Administration

If management is aware anytime during the first 30 days of the temporary assignment, that it will continue for 31 continuous calendar days or more, the provisions of Temporary Reclassification shall apply effective the first day of the pay period that it is known the assignment will continue for more than 30 days.

If the TAHD assignment is not for the full duties of a higher position, the manager is to work with their HR Business Partner to get the additional duties classified to determine the level of the TAHD assignment.

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SGEU TAHD Less Than 30 Days Administration (Article 12.2 E) (TAHD<30)

Employees will be eligible to receive Increments and Negotiated Wage increases in their home assignment during the TAHD assignment.

TAHD premium:

- is **not** payable to an employee performing the duties of another employee on an EDO.
- is paid to employee via timecard entry
- is a supplemental payment, but is paid in the pay period in which the TAHD was earned/entered
- is paid for each full day of assignment (including approved paid leave days)
- is paid at a flat rate of 8% on the employee's currently hourly rate

Employees shall remain working their home Hours of Work.

Overtime entitlement in the TAHD assignment will be subject to the overtime rules pertaining to the employee's home assignment Hours of Work designation.

Term employees AND Probationary employees (employees serving Initial Probation) are eligible for TAHD premium.

TAHD for In-Scope to an Out-of-Scope Position (either MCP Undefined or MCP Office (MSG))

When an in-scope employee is in a TAHD assignment to an out-of-scope position, they would:

- Continue to pay Union Dues
- Accrue Seniority
- Retain all rights conferred in the CBA
- Continue to maintain their home position hours of work/EDO cycle
 - Note:** employee does not earn SDOs
- Work such hours as assigned by management

SGEU Temporary Reclassification Administration (Article 12.3) (Temp Re-class) (TAHD>30/TR)

The Union is to be notified if a Temporary Reclassification assignment exceeds 1 year.

Employees, (except Term) shall receive premium payment for each day of the Temporary Reclassification assignment, including days of approved paid leave. The employee's salary shall be as per the promotion articles.

Salary and Increments are based on the "Promotion" articles (Article 14.4).

Term employees will be eligible for salary maintenance subject to the minimum and maximum of the higher level.

Overtime entitlement in the Temporary Reclassification assignment will be subject to the overtime rules pertaining to the Temporary Reclassification assignment's Hours of Work designation.

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HRSC updates the employee's assignment in the payroll system to reflect the Temporary Reclassification. The employee is paid based on the new hourly salary rate that is entered (no separate timecard entries are required as is the case for TAHD Less Than 30 Days).

Employees shall be eligible to earn Increments and any other pay adjustments in the range of the Temporary Reclassification assignment.

On reversion to their home assignment, the employee's salary will be recalculated based on any Increments or other pay adjustments they would have earned during the Temporary Reclassification assignment.

In-Scope to Out-of-Scope Temporary Reclassification – SDO

Employees shall work the hours of work designated for the position of the temporary reclassification. This means that the employee would no longer earn earned days off (EDO), but would earn scheduled days off (SDO). SDO hours earned while in the Temporary Reclassification assignment should be taken prior to the employee reverting back to their home assignment. If the SDOs are not taken as paid days off prior to reverting back to their home assignment, the SDO balance will be paid out to the employee.

TAHD Payment While on Temporary Reclassification

If an SGEU employee covered by the PS/GE Collective Bargaining Agreement is on Temporary Reclassification to a higher level and is subsequently assigned TAHD Less Than 30 days to another temporary assignment, the employee is eligible for 8% TAHD premium on the Temporary Reclassification salary.

Temporary Reclassification While on Temporary Reclassification

If an SGEU employee covered by the PS/GE Collective Bargaining Agreement is on Temporary Reclassification to a higher level and is subsequently assigned to another Temporary Reclassification assignment, the employee is eligible for 8% TAHD premium on the employee's home position salary.

Subsequent Appointment or Permanent Reclassification While on Temporary Reclassification

A permanent employee who has served Subsequent Probation (or a Term employee who has served an Equivalent to Subsequent Probation) in a Temporary Reclassification assignment will, on subsequent appointment to another position, or permanent reclassification (Perm Re-class), immediately following the Temporary Reclassification, be entitled to the appropriate salary administration rules (ie: Promotion/Demotion/Transfer/Salary Maintenance) based on the Temporary Reclassification salary rate.

Hours of Work Considerations

TAHD Less Than 30 Days – Employees shall continue to work the hours of work designation of their home assignment.

Temporary Reclassification – Employees shall work the hours of work designation of the Temporary Reclassification assignment.

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Salary Supplements

When an in-scope employee is in a TAHD assignment behind an MCP (Undefined) position, where the Out-of-Scope assignment receives either a Temp Market Supplement or Circumstantial Salary Supplement, the in-scope employee is eligible for the 8% flat rate premium on their current hourly salary. No additional premium is paid as a result of the supplement.

Which Hours Count/Which Hours Don't Count?

TAHD premium **IS** paid on:

Each full/complete day (regular straight time shift)

The employee will receive TAHD premium for each day of the assignment including days of APPROVED paid leave (VL, Union Business, SDOs, SL/PN/OBT)

A 'full day' does not necessarily need to be 8 hours in length (it can be less than 8 hours). This typically is in the instance where an employee's full day is less than 8 hours/day (ie: Variable Hours/Job Share).

Overtime hours (where applicable)

If the employee is required to work overtime in the TAHD position, they would be eligible for TAHD premium on those overtime hours (banked or paid) at the applicable overtime rate (ie: 1.5x, 2.0x, or 2.5x)

Note: It is important to note that up until this change, banked overtime hours were not eligible for TAHD. Banked overtime hours ARE now eligible for TAHD premium.

Hours worked (and banked) on an EDO

If the employee is required to work on their EDO in the TAHD position and these hours are being banked (EB), they would be eligible for TAHD premium on those hours at straight time.

Hours worked on a STAT

If the employee is required to work on a STAT (regular shift or overtime), they would be eligible for TAHD premium on those hours at the applicable rate (PPS/PPB - 1.5x Premium Pay on a STAT and/or OTD/OBD 2.5x overtime on a STAT, if applicable), **in addition to** 8 hours for the STAT.

There are some employees (ie: LOU 98-6 Modified Work Pattern) who code RT for the hours they work on a STAT. In this case, they would be eligible for TAHD premium on those hours at straight time rates (and OTD/OBD 2.5x overtime on a STAT, if applicable), **in addition to** 8 hours for the STAT.

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TAHD premium **IS NOT** paid on:

Any hours worked by an employee performing the duties of another employee who is on an EDO.

Any hours worked by an employee if they also worked regular hours (or had approved paid leave) in their home assignment on the same day (ADDO positions in Corrections is an exception).

Timecodes and Timecard Entry

TAA – Temporary Assignment Hours at 1.0x – TAHD premium paid on regular/straight time hours

TAB - Temporary Assignment Hours at 1.5x – TAHD premium paid on hours worked/banked at 1.5x

TAC – Temporary Assignment Hours at 2.0x – TAHD premium paid on hours worked/banked at 2.0x

TAD – Temporary Assignment Hours at 2.5x – TAHD premium paid on hours worked/banked at 2.5x

When entering any of the TAHD timecodes (above), the 'Start' and 'End' times for the TAHD shift are not necessarily required. Having said that, the employee should be entering in the 'Comments' area of the timecode, indicating either the position number, the employee's name and/or the level that the employee is in the TAHD behind. This information is required for audit purposes.

To enter 'Comments' on a timecode (in a PSC Client timecard), double click in the 'box' where you would enter the number of hours for that timecode. Select the 'Add Entry' button. You will be prompted to enter the 'Start' and 'End' time of the TAHD shift. In the 'Comments' section, type in either the position number, the employee's name and/or level (or any additional relevant information) that you are in a TAHD behind. Select the 'Create' button to save the entry.

Helpful Hint: if all TAHD timecodes being used in the same pay period are representing the same TAHD assignment (same position), the employee should enter that pertinent information in the 'Comments' section on ONLY the first TAHD entry on the timecard for that pay period.

(ie: "TAHD behind Position #1078126 (Bob Smith) for October 11-24/20")

Following the applicable rules for SGEU, the employee codes the applicable TAHD timecode and hours on their timecard. Their manager will approve the timecard. This timecard approval also serves as approval for the TAHD payment.

It is the responsibility of the supervisor/manager to review the TAHD time codes and dates for accuracy prior to approving the timecard.

Any days that are being claimed as TAHD must be recorded on the employee's timecard.

All employees will still be required to record their time as they currently do, whether they are B1 – Positive Paid or B2/M1 – Exception Paid employees. The TAHD timecodes are required in addition to the regular reporting of time on timecards.

Note: TAHD Payments are audited by the Provincial Comptroller's Office on a regular basis.

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The TAHD timecodes are subject to retroactively, therefore when a retroactive change is made to an employee's salary, the difference in pay for previous TAHD payments will process automatically.

TAHD Examples

Below are some examples of TAHD scenarios:

Example 1: Office employee (or any other employee whose Hours of Work is 8 hours/day) is scheduled for a total of 2 days in the TAHD assignment.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|---------|-----------|----------|--------|----------|
| SDR | RT - 8 | RT - 8 | RT - 4 | VL - 8 | EDO | SDR |
| | | | VL - 4 | | | |
| | TAA - 8 | | TAA - 8 | | | |

The employee would record TAHD timecodes on the appropriate days.

TAA – Temporary Assignment at 1.0x is used as the time worked in the TAHD assignment is straight/regular time.

TAHD premium would be paid for 16 hours.

$$(2 \text{ days} \times 8 \text{ hours/day} \times 1.0) = 16 \text{ hours}$$

Example 2: Regulated 37 1/3 (or any other employee whose Hours of Work is altered 8 hours/day) employee is scheduled for 5 days in the TAHD.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|---------|-----------|----------|---------|----------|
| SDR | RT - 8 | RT - 8 | RT - 8 | VL - 8 | EB - 8 | SDR |
| | | | OTB - 2 | | | |
| | TAA - 8 | TAA - 8 | TAA - 8 | TAA - 8 | TAA - 8 | |
| | | | TAB - 2 | | | |

The employee would record TAHD timecodes on the appropriate days.

TAA – Temporary Assignment at 1.0x is used for the time worked in the TAHD assignment that is straight/regular time.

TAB – Temporary Assignment at 1.5x is used for the time worked in the TAHD assignment that is Overtime at 1.5x.

TAHD premium would be paid for a total of 43 hours.

$$(5 \text{ days} \times 8 \text{ hours/day} \times 1.0) + (2 \text{ hours} \times 1.5) = 43 \text{ hours}$$

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Example 3: Field 37 1/3 (11 hours in a day) employee is scheduled for 6 days in the TAHD.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------|---------|----------|-----------|----------|---------|----------|
| SDR | RT - 8 | RT - 11 | RT - 8 | RT - 11 | RT - 8 | |
| OTC - 4 | | OBB - 3 | | | | |
| TAC - 4 | TAA - 8 | TAA - 11 | TAA - 8 | TAA - 11 | TAA - 8 | |
| | | TAB - 3 | | | | |

The employee would record TAHD timecodes on the appropriate days.

TAA – Temporary Assignment at 1.0x is used for the time worked in the TAHD assignment that is straight/regular time.

TAB – Temporary Assignment at 1.5x is used for the time worked in the TAHD assignment that is Overtime at 1.5x.

TAC – Temporary Assignment at 2.0x is used for the time worked in the TAHD assignment that is Overtime at 2.0x.

TAHD premium would be paid for a total of 58.5 hours.

$$(3 \text{ days} \times 8 \text{ hours/day} \times 1.0) + (2 \text{ days} \times 11 \text{ hours/day} \times 1.0) + (3 \text{ hours} \times 1.5) + (4 \text{ hours} \times 2.0) = 58.5 \text{ hours}$$

Example 4: Regulated 37 1/3 (or any other employee whose Hours of Work is 8 hours/day) employee is scheduled for 5 days in the TAHD, one of those days is a STAT.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------|---------|-----------|----------|---------|----------|
| SDR | SYP - 8 | RT - 8 | RT - 8 | RT - 8 | RT - 8 | |
| | PPS - 8 | | | | | |
| | TAA - 8* | TAA - 8 | TAA - 8 | TAA - 8 | TAA - 8 | |
| | TAB - 8 | | | | | |

The employee would record TAHD timecodes on the appropriate days.

TAA – Temporary Assignment at 1.0x is used for the time worked in the TAHD assignment that is straight/regular time.

TAB – Temporary Assignment at 1.5x is used for the time worked in the TAHD assignment that is Premium Pay on a STAT at 1.5x.

***Note:** As noted earlier in this document, since the employee worked 8 hours on the stat in the TAHD assignment, they are eligible for 8 hours for the stat, in addition to the 8 hours at 1.5x for the hours worked on the stat.

TAHD premium would be paid for a total of 52 hours.

$$(5 \text{ days} \times 8 \text{ hours/day} \times 1.0) + (8 \text{ hours/day} \times 1.5) = 52 \text{ hours}$$

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Example 5: Regulated 37 1/3 (Modified - Hours of Work is greater than 8 hours/day) employee is scheduled for 3 days in the TAHD, one of those days is a STAT.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|-----------|-----------|----------|--------|----------|
| | | SYP - 8 | | | | |
| SDR | | RT - 12 | RT - 12 | RT - 12 | | |
| | | | | OTB - 4 | | |
| | | | | OTC - 2 | | |
| | | TAA - 20* | TAA - 12 | TAA - 12 | | |
| | | | | TAB - 4 | | |
| | | | | TAC - 2 | | |

The employee would record TAHD timecodes on the appropriate days.

TAA – Temporary Assignment at 1.0x is used for the time worked in the TAHD assignment that is straight/regular time.

TAB – Temporary Assignment at 1.5x is used for the time worked in the TAHD assignment that is Overtime at 1.5x.

TAC – Temporary Assignment at 2.0x is used for the time worked in the TAHD assignment that is Overtime at 2.0x.

***Note:** Since the employee worked 12 hours on the stat in the TAHD assignment, they are eligible for 8 hours for the stat, in addition to the 12 hours at 1.0x for the hours worked on the stat.

TAHD premium would be paid for a total of 54 hours.

$$(3 \text{ days} \times 12 \text{ hours/day} \times 1.0) + (1 \text{ day} \times 8 \text{ hours/day} \times 1.0) + (4 \text{ hours} \times 1.5) + (2 \text{ hours} \times 2.0) = 54 \text{ hours}$$

Example 6: Employee reaching day 30 mid-pay period.

During the October 11 – 24 pay period, the employee will reach day 30 of a TAHD assignment on October 15. The TAHD assignment is not to extend past October 24th. The employee would be allowed to TAHD up to October 24th, but not beyond that date.

Note: this would place the employee at perhaps day 35 of a TAHD assignment, but this is an agreed to exception. The employee would return performing their home assignment duties on October 25th or be placed in a Temporary Reclassification.

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How is TAHD Calculated

Employees shall receive premium payment for each day of TAHD assignment, including days of approved paid leave; calculated as follows:

8% of the employee's home hourly rate in effect as of the TAHD period

Formula:

Employee's home hourly rate x 8% = TAHD hourly premium

Employee's home hourly rate + TAHD hourly premium = TAHD hourly rate

TAHD hourly premium x # of hours worked in TAHD position = TAHD payment

TAHD Less Than 30 Days - Paystub

Temp Asgn Pay – Temporary Assignment Pay is how TAHD payments will be identified on the employee's pay stub.

Vac Pay Sup – Vacation pay supplement will calculate on the TAHD payment above and will be paid in the same pay period that the TAHD is being paid. The amount of the payment is based on the vacation percentage amount that the employee is eligible for. See SGEU Article 16.3 A) and for more details.