Government of Saskatchewan

Temporary Performance of Higher Duties <90 Days Request for Payment Form (CUPE)

Last revised: April 2017
Last reviewed: September 2020
Next review: September 2021

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

On completion, forward, fax or email form to the Human Resource Service Centre (HRSC)
Commencing Temporary Performance of Higher Duties <90 Days Request for Payment Form (CUPE).

_____
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):_____

Current Hours of Work: ☐ Office 36 ☐ Shift ☐ Day 37 1/3 ☐ Field
Hours of Work of Person Relieved: ☐ Office 36 ☐ Shift ☐ Day 37 1/3 ☐ Field ☐ Out-of-Scope

Date	Name of Person Relieved	Classification Level	Hours Worked	EDO Dates of Person Relieved	Reason for TPHD	Payroll Use
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Notes:
1. When an EDO falls on a designated holiday, the EDO shall be rescheduled to the preceding or next working day.
2. The maximum number of days that TPHD 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.
3. Employees shall not be paid TPHD when performing duties of another person who is on an EDO.
4. Employees assigned to Out-of-Scope positions shall have all the benefits of their permanent in-scope position but no benefits of the Out-of-scope 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 **Supervisor Approval** **Date**

Scheduler Verification (If Applicable)