1. PURPOSE
   1. It may be necessary on occasion to temporarily adjust salaries due to changing responsibilities and other conditions. However, in order to uphold fairness and equity, it is important that such adjustments be done with due process. This ensures that payments are made with a view to consistency, internal equity, transparency, fiscal responsibility and organizational alignment. This document provides clarity and process for Acting Pay and Stipends.
   2. These guidelines apply to all employee groups.
   3. Subject to applicable legislation, these guidelines will not be interpreted or applied so as to limit or amend the provisions contained in any Handbook, collective agreement, employment manual or contract entered into between the University and its employees.
2. DEFINITIONS
   1. **Acting Pay** - applies when an employee temporarily performs the principal duties of an evaluated position in a higher classification level for a minimum of five consecutive work days.
   2. **Stipend** - stipends may be awarded when an employee takes on additional duties or special projects that represent a higher level of complexity, responsibility, and/or independence not normally expected at the current classification level. The maximum duration is one year or the duration of the project, whichever is less, unless the period is extended due to unusual circumstances by the express written approval of the Provost or Vice-President (Finance & Administration).
   3. **Academic Stipend** – stipends are typically applied when an academic employee takes on administrative duties which are beyond the Service to the University and Society as reported in Schedule F – Professional Activities Report of the Faculty Handbook. For purposes of this guideline, stipend does not include the Stipend as defined in Faculty Handbook Schedule A.03 which is the payment associated with courses taught in addition to assigned teaching duties or the Stipend as defined in the Sessional Lecturers Handbook under Schedule A.01 which is the payment associated with teaching a course.
3. GUIDELINES
   1. Permanent increases in responsibility are appropriately addressed through the position classification process and not via supplementary pay. When increases in responsibility last longer than one (1) year, a Position Classification Questionnaire (PCQ) is to be submitted to Human Resources (HR) for non-academic employees or through the processes identified in the Faculty Handbook for academic employees.
   2. Temporary assignment of responsibilities at the same or lower classification level does not warrant supplementary pay.
   3. Acting provisions do not apply when the additional limited duties are for vacation coverage.
   4. Any pay adjustments will be processed in accordance with the applicable employee manual, collective agreement or Handbook.
      1. The terms of compensation for AUPE are covered by the AUPE Collective Agreement.
         * AUPE staff are not entitled to a stipend.
         * AUPE staff are entitled to acting incumbency pay (Article 33). Under the collective agreement, acting pay for AUPE support staff applies if the period is for more than five (5) consecutive work days. This process supplements the language if the period is expected to or does exceed three (3) months.
   5. Duration of Supplementary Pay:

|  |  |
| --- | --- |
| Acting Pay | Maximum: One (1) year. If greater than one (1) year, a PCQ for evaluation is required to be submitted to Human Resources. |
| Stipend | Maximum: One (1) year or duration of the project or assignment. If greater than one (1) year, a PCQ for evaluation is required to be submitted to Human Resources. |
| Academic Stipend | Maximum: Five (5) years but may be renewable pending review and approval of academic stipend conditions. |

* 1. Conditions:

|  |  |
| --- | --- |
| Acting Pay | Temporary assignment of at least 50% of the duties for a higher classification level for a:   1. vacant position under recruitment; or 2. an approved leave of a co-worker or supervisor |
| Stipend | Temporary assignment of higher classification level duties for:   1. clearly defined temporary assignment; or 2. special project |
| Academic Stipend | Requires a written detailed explanation of assigned administrative duties. |

* 1. Supplementary Pay Amount:

Acting Pay

* AUPE or Exempt Support Staff (ESS): maximum 4% of the employee’s current salary (provided the salary range maximum of the higher level position is not exceeded) or minimum salary for the classification of the higher level position.
* Administrative Professional Officers (APO): maximum 5% of the employee’s current salary (provided the salary range maximum of the higher level position is not exceeded) or the minimum salary for the classification of the higher level positon.
* All other employee groups: maximum 5% of the employee’s current salary
* Academic Staff: does not apply.

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| Stipend | The amount of the stipend cannot exceed the amount of salary increase that could be received by an employee if he/she were to receive a permanent promotion to the higher grade/classification.   * ESS: maximum 4% of the employee’s current salary * APO: maximum 5% of the employee’s current salary * All other employee groups: maximum 5% of the employee’s current salary |
| Academic Stipend | Maximum: 5% of the employee’s current salary |

* 1. Supplementary pay requires the written pre-approval of the Provost or Vice-President (Finance & Administration), with the exception as outlined in 4.1.
  2. Acting pay and stipends which have already been processed outside of these guidelines will be reviewed on a case-by-case basis and may be adjusted or terminated.
  3. There is no retroactivity for supplementary pay.

1. APPLICATION
   1. The approval process for supplementary pay outlined in this guideline applies to all employee groups when the duration of the supplementary pay is greater than three

(3) months. If the duration of the supplementary pay is less than three (3) months, then this approval process is not required and the Payroll Authorization Form (PAF) can be authorized by the Senior Administrator provided there is a funding source for the supplementary pay and there is compliance with Section 3.7.

1. REFERENCES
   1. AUPE Collective Agreement (Article 33 – Acting Incumbent): [AUPE Collective](https://www.uleth.ca/sites/default/files/AUPE%20Collective%20Agreement_2.pdf)  [Agreement](https://www.uleth.ca/sites/default/files/AUPE%20Collective%20Agreement_2.pdf)
   2. ESS Manual (Section 5.8 Acting Pay): [ESS Manual](http://www.uleth.ca/sites/default/files/Exempt%20Support%20Staff%20%28ESS%29%20Manual.pdf)
   3. APO Manual (Section 6.4.3 – Acting Pay): [APO Manual](https://www.uleth.ca/sites/default/files/APO%20MANUAL.pdf)

# APPENDIX A – SUPPLEMENTARY PAY PROCESS

1. **APPENDIX B – SUPPLEMENTARY PAY FORM**

APPENDIX A: SUPPLEMENTARY PAY PROCESS

Acting Pay Process:

|  |  |
| --- | --- |
| Step 1 | Manager/Senior Administrator contacts HR Consultant to initiate the process and completes a Payroll Authorization Form (PAF) and Supplementary Pay Form |
| Step 2 | HR Consultant reviews the forms and provides recommendations on:   * compliance with appropriate collective agreement or manual; * whether the additional duties represent higher classification responsibilities; * amount and percentage increase over current salary; and * whether there is internal equity |
| Step 3 | Director, Resource Planning confirms availability of funds |
| Step 4 | Provost or Vice-President (Finance & Administration) approves or disapproves request |
| Step 5 | Manager/Senior Administrator is informed of the Provost or Vice-President decision and if approved proceeds with the verbal offer to the employee |
| Step 6 | Human Resources sends a confirmation letter to the employee. |

Stipend Process:

|  |  |
| --- | --- |
| Step 1 | Manager/Senior Administrator completes a PCQ and Supplementary Pay Form, and submits it to Human Resources for evaluation |
| Step 2 | Director Resource Planning determines source of funding for special project. |
| Step 3 | Provost or Vice-President (Finance & Administration) does a high level review of PCQ to assess whether special project is a strategic priority and warrants this allocation of additional resource funding. |
| Step 4 | If approved by Provost or Vice-President, Human Resources will score position and if it is determined that the position warrants a higher level classification, HR will prepare a Payroll Authorization Form (PAF) for the temporary assignment. |
| Step 5 | Human Resources sends a confirmation letter to the employee |

Academic Stipend Process:

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| --- | --- |
| Step 1 | Senior Administrator completes a PAF and Acting Pay/Academic Stipend form (Appendix  I) a with Dean’s approval. |
| Step 2 | Provost reviews signed form and provides recommendation on:   * whether the additional duties represent higher classification responsibilities; * amount and percentage increase over current salary; and * whether there is internal equity |
| Step 3 | Director Resource Planning confirms availability of funds |
| Step 4 | Provost approves or disapproves request |
| Step 5 | Dean is informed of the Provost decision and if approved, proceeds with the verbal offer to the employee |
| Step 6 | Faculty Office sends a confirmation letter to the employee |

APPENDIX B – SUPPLEMENTARY PAY FORM

Attach the completed form, to the Payroll Authorization Form (PAF).

# Acting Pay/Stipend (if applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Employee Name** |  |  | **Employee ID**  **#:** |  |
|  | **Department:** |  |  |  |  |
|  | **Current Position Classification for Employee:** |  |  | **Position number for the vacant position:** |  |
|  | **Leaving Employee’s Name/Employee’s Name on leave of absence** |  |  | **Classification for the vacant position:** |  |
|  | **Additional Responsibilities:** |  |  | **% of Duties performed at the higher level classification** |  |
|  | **Estimated Start Date** |  |  | **Estimated End Date** |  |
|  | **Proposed Supplementary Pay Amount** |  |  | **Proposed Supplementary Pay % of Employee's Current Salary** |  |

|  |  |  |
| --- | --- | --- |
| **Academic Stipend (if** | **applicable)** |  |
| **Employee Name:** | **Employee ID#:** |  |
| **Department:** |  |  |
| **Is this a new or existing stipend?** | New or Existing |  |
| **Additional Administrative Responsibilities:** | **% of Time Spent on Administrative Duties** |  |
| **Estimated Start Date** | **Estimated End Date** |  |
| **Proposed Supplementary Pay Amount** | **Proposed Supplementary Pay % of Employee's Current Salary** |  |

**Additional Comments:**

Signature Date

|  |  |  |  |
| --- | --- | --- | --- |
| **Senior Administrator** |  |  |  |
| **Human Resources** | Yes No |  |  |
| **Resource Planning** | Source of Funding: |  |  |
| **Provost or Vice- President (Finance**  **& Administration)** | Yes No |  |  |