

## 3.3 Temporary Assignment Policy

### Policy Statement

The Government of Nova Scotia recognizes that periodically it is necessary for managers to temporarily assign an employee additional duties or to a different position. This policy outlines the process for temporarily assigning an employee in a non-bargaining classification and the additional compensation an employee may be entitled to in those circumstances.

### Definitions

#### **ACTING PAY**

A rate of pay up to 10% higher than an employee's base pay rate not to exceed the maximum rate of pay for the position in which the employee is acting.

#### **ADDITIONAL DUTIES**

Duties assigned to an employee in addition to their regular duties. Job evaluation determines whether additional duties are of a higher value than the employee's existing duties.

#### **BASE PAY**

The regular bi-weekly pay rate for an employee's position exclusive of any pay adjustments or variable payments.

#### **COMMISSION**

The Public Service Commission, Compensation Division

#### **DEPARTMENT**

Any department, office, or public service entity established by the Government of Nova Scotia as identified in Schedule A of the General Civil Service Regulations.

#### **DEPUTY HEAD**

The deputy of the member of the Executive Council presiding over a department and all other whom the Governor in Council from time to time designates as having the status of deputy head.

### **EMPLOYEE**

A civil servant employed by the Government of Nova Scotia who is not a bargaining unit employee and whose terms and conditions of employment are set out in accordance with the *Civil Service Act* and regulations.

### **JOB EVALUATION**

Job evaluation is conducted by the Public Service Commission to determine a classification of a position according to the character and importance of the work and the duties and responsibilities of the position.

### **NEW DUTIES**

New duties assigned to an employee. An employee does not continue with their existing classified position/duties when new duties are assumed. Job evaluation determines whether new duties are of a higher value than the employee's existing/classified duties.

### **NON-BARGAINING CLASSIFICATION**

Includes classifications paid under the following pay plans: Crown Attorney Pay Plan; Excluded Classification Pay Plan; Liability Management and Treasury Services Classification and Pay Plan; Legal Services Pay Plan; Medical Services Classification and Pay Plan and the Public Prosecution Service Pay Plan.

### **REGULATIONS**

The General Civil Service Regulations.

### **SERIES PROGRESSION**

A classification series in which progression from one classification level to the next classification level in the series is subject to time in the position and satisfactory performance, (eg, Solicitor Intake to Solicitor III).

### **TEMPORARY ASSIGNMENT**

A temporary assignment includes the following circumstances:

- an employee is performing the principal duties of an existing classified position of a higher value; or
- an employee remains in their existing position and takes on additional duties which are determined through job evaluation to be of a higher value; or

- an employee remains in their existing position and takes on additional duties determined through job evaluation to not be of a higher value than their existing classified position; or
- an employee takes on new duties.

#### **TEMPORARY RECLASSIFICATION**

As the result of a temporary assignment, an employee temporarily assumes a classification of higher value than their regular classification.

### **Policy Objectives**

- To allow for management flexibility in assignment of duties
- To compensate employees for the value of work performed
- To promote consistency in compensation practices, and
- To clarify the roles and responsibilities for approval of a temporary assignment.

### **Application**

This policy applies to all non-bargaining unit civil servants whose terms and conditions of employment are set out in accordance with the *Civil Service Act* and regulations.

### **Policy Directives**

A temporary assignment may result in an employee receiving acting pay, a temporary reclassification or no change in compensation.

The Fair Hiring Policy should be reviewed when recommending a temporary assignment.

#### **TEMPORARY ASSIGNMENT WITH ACTING PAY**

- Acting pay may be considered for a temporary assignment when the employee will be performing the principal duties of an existing classified position of higher value due to a vacancy or a temporary absence.
- Examples of situations appropriate to consider a temporary assignment with acting pay include:
  - a vacancy exists due to a retirement and recruitment for a full time replacement is being conducted
  - a temporary absence exists due to a leave.

- Managers should refer to the regulations for the minimum amount of time an employee in a particular non-bargaining classification must be performing the principal duties of a higher value position to qualify for a temporary assignment with acting pay.
- Deputy Heads have the authority to approve up to 4 months of acting pay. Approval must be obtained on a form approved by the Public Service Commission.
- Directors of Human Resources have the authority to approve up to a 2 month extension of acting pay. Approval must be obtained on a form approved by the Public Service Commission.
- If an employee is to be temporarily assigned with acting pay into the same position for a total accumulated period that is in excess of 6 months in a 12 month period, the Commission must approve the period of acting pay that is in excess of 6 accumulated months.
- Acting pay will be up to 10% higher than an employee's base pay rate. Determination of the percentage of acting pay will be in accordance with the Salary Determination Policy.
- At the end of the approved period for temporary assignment with acting pay, upon providing the appropriate documentation to the Deputy Head as required by this policy, the employee may be approved for a temporary assignment with reclassification or will revert to their regular pay rate. If the acting assignment is converted to a temporary reclassification, the total accumulated time for the entire temporary assignment should not exceed 18 months.
- Acting pay is not payable to an employee who is performing the duties of a position that is classified as a series progression.
- Acting pay is not payable to an employee whose current position normally includes periodic substitution in a higher value position, as specified in the employee's position description.

#### **TEMPORARY ASSIGNMENT WITH RECLASSIFICATION**

Temporary assignment with reclassification may be considered for a temporary assignment when the employee:

- will be performing the principal duties of an existing/classified position of higher value due to a vacancy or a temporary absence; or
- remains in their existing position and takes on additional duties which are determined through job evaluation to be of a higher value; or
- does not remain in their existing position and takes on new duties which are determined through job evaluation to be of a higher value.

- Temporary assignment with reclassification may be used for circumstances up to 4 months (as an alternative to temporary assignment with acting pay) but must be used for circumstances longer than 4 months, unless an extension of temporary assignment with acting pay has been approved.
- The maximum length of a temporary assignment with reclassification is 18 months, except under exceptional circumstances. Such an extension requires the approval of the Commission.

#### **EXISTING CLASSIFIED POSITIONS**

- Deputy Heads have the authority to approve a temporary assignment with reclassification where the employee will be performing the principal duties of an existing classified position of higher value due to a vacancy or a temporary absence.
- Prior to an employee commencing a temporary assignment with reclassification into an existing classified position of a higher value, Deputy Head approval must be obtained on the approved Public Service Commission form.
- If an employee is to be temporarily assigned with reclassification into the same position within 6 months of the end of the previous temporary assignment with reclassification, the Commission must approve the subsequent reclassification.

#### **POSITIONS REQUIRING JOB EVALUATION**

A temporary assignment with reclassification requires job evaluation when an employee:

- remains in their existing position and takes on additional duties which require a job evaluation to be completed by the Commission to determine the value of the additional duties; or
- does not remain in their existing position and takes on new duties which require a job evaluation to be completed by the Commission to determine the value of the new duties.

Prior to an employee commencing a temporary assignment with reclassification requiring a job evaluation, the Commission must be provided with the information on the approved Public Service Commission form.

Within 10 working days of the Commission receiving all completed documentation required by this policy, the Commission will complete the job evaluation and advise in writing the results of the evaluation to the department.

The employee's rate of pay for the temporary assignment with reclassification will be determined using the Salary Determination Policy.

### **NO CHANGE IN COMPENSATION**

There will be no change in compensation for an employee who:

- remains in their existing position and takes on additional duties determined through job evaluation not to be of a higher value than their existing duties; or
- does not continue with their existing duties and takes on new duties determined through job evaluation not to be of a higher value than their existing position.

## **Accountability**

### **DEPUTY HEADS**

Deputy Heads are responsible for:

- ensuring compliance with the requirements established by this policy for temporary assignments;
- approving temporary assignments;
- ensuring that any review/audit results of the policy directives are reviewed and appropriate action is taken.

### **DEPARTMENTAL MANAGERS**

Departmental Managers are responsible for:

- recommending employees for temporary assignment in appropriate circumstances;
- preparing Job Evaluation Forms - Temporary Assignment as required by the policy to obtain a temporary assignment with reclassification for an employee.

### **DIRECTORS/MANAGERS OF HUMAN RESOURCES**

Directors/Managers of Human Resources are responsible for:

- approving extension to acting pay in accordance with this policy;
- obtaining Public Service Commission approval as required by the policy.

### **HUMAN RESOURCE CONSULTANTS**

Human Resource Consultants are responsible for:

- acting in an advisory capacity to departmental management on issues of temporary assignments;
- maintaining all necessary documentation used in determining temporary assignments.

## **PUBLIC SERVICE COMMISSION COMPENSATION CONSULTANTS**

Public Service Commission Compensation Consultants are responsible for:

- acting in an advisory capacity to departments on issues relating to the use and compensation for a temporary assignment;
- performing job evaluation to classify positions for temporary assignment with reclassification in accordance with this policy;
- monitoring and auditing the application of the policy directives.

## **Monitoring**

The Public Service Commission is responsible for continuously monitoring the effectiveness and consistent application of this policy. The Public Service Commission may periodically conduct audits and evaluations of line Human Resources systems/practices and will require access to personnel and data maintained by the line Human Resources with respect to this policy.

## **References**

*Civil Service Act*  
General Civil Service Regulations  
Fair Hiring Policy  
Salary Determination Policy

## **Enquiries**

Public Service Commission  
Compensation Division (902) 424-8387

---

Approval date: **February 17, 2011**  
Approved by: **Executive Council**

Effective date: **February 17, 2011**  
Administrative update: **June 26, 2012**

---

