

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER
A04-027

POLICY TITLE <i>Temporary Assignments</i>	ADOPTED BY <i>City Manager</i>	EFFECTIVE DATE <i>June 15, 2019</i>
		REVISED
ORIGIN/AUTHORITY <i>Chief Human Resources Officer</i>	CITY FILE NO. <i>CK. 4500-1</i>	PAGE NUMBER <i>1 of 5</i>

1.0 PURPOSE

The City of Saskatoon recognises that it is at times, necessary to temporarily assign an employee additional duties, or a different position. The purpose of this Policy is to establish uniform guidelines and definitions governing Temporary Assignments. This Policy is intended to ensure consistency in the practices associated with Temporary Assignments at the City of Saskatoon.

These guidelines are to provide further clarity to the “Temporary Assignment” clauses in the SCMMA (7.3) Agreement and the Memorandum of Agreement covering ESA (11) employees.

2.0 ELIGIBILITY

This Policy is applicable to employees in SCMMA and ESA at the City of Saskatoon who may be required to perform Temporary Assignments.

3.0 DEFINITIONS

- Substantially the Duties is defined as the employee assuming the core functions of a higher-level position. Partial assumption of core duties and splitting of duties among multiple individuals does not meet this definition.
- Prolonged Period is defined as a period greater than six (6) consecutive weeks.

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER

A04-027

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Temporary Assignments</i>	<i>June 15, 2019</i>		<i>2 of 5</i>

- Acting Assignment is defined as a position temporarily assigned for up to 6 weeks to replace an employee who owns/occupies the position if they are absent, on leave, or reassigned. The expectation is that the employee who owns/occupies will be returning to the position at the end of the assignment. Due to the short length of term of the assignment, it is understood that the Acting Assignment will generally require the incumbent to perform some of the duties of the role.
- Interim Assignment is defined as a position temporarily assigned for greater than 6 weeks (“**Prolonged Period**”) and up to 6 months. An ‘Interim’ assignee has both the authority and responsibility of the position and is understood to have assumed “**Substantially the Duties**” of the role.
- Additional Duties are defined as a portion of duties typically performed by another position, temporarily assigned to an individual. Additional Duties may be applied for career development purposes, as well as to help strengthen capacity and business continuity.

4.0 POLICY

4.1 TERM OF THE ASSIGNMENT

The department must establish and communicate, in writing, the length of term for the assignment to the assignee. It is advisable to set a maximum term expectancy. Assignments, as described in this Policy guideline, shall be for periods less than 6 months. Both ‘Acting’ and ‘Interim’ assignments may be ended at any time, with notice to the employee.

4.2 COMPENSATION FOR A TEMPORARY ASSIGNMENT

Salary increases should be consistent with the responsibilities of the position assigned and in accordance with the City of Saskatoon ESA/SCMMA salary guidelines and Salary Administration Policy. Such salary increases may only be made if financial resources are available, and requires the approval of the Chief Human Resources Officer (CHRO). There will be no change in non-salary benefits in the case of Temporary Assignments.

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER

A04-027

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Temporary Assignments</i>	<i>June 15, 2019</i>		<i>3 of 5</i>

4.3 COMPENSATION FOR ACTING ASSIGNMENTS

- a) Salary increases should not be provided for short-term (less than 6 weeks) Acting Assignments.
- b) Due to the short timeframe of Acting Assignments, these do not require the incumbent to assume the full duties of the role and therefore do not meet the criteria of “**Substantially the Duties**” and “**Prolonged Period**”.
- c) Acting Assignments are viewed as career development opportunities for staff to gain valuable knowledge and experience to help them in their current role and/or to prepare them for future opportunities.

4.4 COMPENSATION FOR INTERIM ASSIGNMENTS

- a) Salary increases may be provided for Interim Assignments providing they meet the definitions of “**Substantially the Duties**” and “**Prolonged Period**”.
- b) The salary adjustment must be in accordance with the ‘Salary Administration Policy-Exempt/SCMMA Employees’.
 - i) e.g. One range higher – 5% increase over the current salary or to the minimum of the new salary range, whichever is greater.
- c) Once an Interim Assignment ends, the employee’s salary returns to the original rate of pay.

4.5 COMPENSATIONS FOR ADDITIONAL DUTIES

- a) Salary increases should not be provided for Additional Duties, as staff who have assumed Additional Duties do not meet the criteria of “**Substantially the Duties**” and “**Prolonged Period**”.

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER

A04-027

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Temporary Assignments</i>	<i>June 15, 2019</i>		<i>4 of 5</i>

4.6 BENEFITS

- a) Benefits will not be affected while assigned to an Acting or Interim role.

4.7 FILLING TEMPORARY ASSIGNMENTS

- a) Temporary Assignments may be made by the Director or Department Head of the individual being replaced, and with approval of the assignee's Direct Supervisor.
- b) For Interim Assignments greater than 6 weeks, an internal "Expression of Interest" process should be undertaken in order to ensure transparency and equity in process. Job interviews or career discussions may be conducted if more than one individual is in consideration or has expressed the interest for an Acting or Interim Assignment.
- c) Interim Assignments require the signoff by the Department Head and approval from the CHRO.
- d) Acting and Interim Assignments shall be made in accordance with equity and diversity policy guidelines of the City of Saskatoon. Efforts should be made to ensure that Acting and Interim Assignments fulfill the City of Saskatoon's goal of achieving a culturally diverse working and learning environment.

4.8 RESPONSIBILITIES

- a) Chief Human Resources Officer
 - i) Oversee the administration and application of the Policy.
 - ii) Ensure consistent application of the Policy across the organization.
 - iii) Approve requests for salary increases associated with the administration of the Policy.
 - iv) Refer updates to the Administrative Leadership Team.

CITY OF SASKATOON ADMINISTRATIVE POLICY

NUMBER

A04-027

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Temporary Assignments</i>	<i>June 15, 2019</i>		<i>5 of 5</i>

- b) Director of Human Resources Operations
 - i) Administer the application of the Policy ensuring compliance and consistency across the organization.
 - ii) Review and propose revisions to the Policy.
 - iii) Provide advice on legislative changes.

- c) Department Heads
 - i) Ensure that Temporary Assignments follow the Policy and associated procedures.
 - ii) Initiate the request for approval of Salary Increases for Interim Assignments to the CHRO.

4.9 EXCEPTIONS

The CHRO in consultation with the City Manager may grant exceptions to this Policy guideline and any policies implemented in its support.