

Policy Title: Temporary Responsibility and Pay Adjustment

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input checked="" type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	April 1, 2021	Effective date:	April 1, 2021
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	April 1, 2021
Date of Mandatory Review (expiry date):	April 2026	Date of last revision of Procedures:	April 1, 2021

1. POLICY

1. On occasions when there is a critical, substantial and temporary increase to work responsibilities in a division or department, through the extended absence of an employee or a temporary increase in the division's or department's workload, CMCC may:
 - a. temporarily assign an employee to a vacant position (interim), or
 - b. re-assign some or all of the additional work and/or higher level responsibilities to an employee in addition to that employee's own workload.
2. Duties to be performed are to be clearly differentiated from the work normally performed by the employee and are not to be performed on a permanent basis.
3. Employees assigned interim status or who assume significant additional responsibilities on a temporary basis may be considered for a short-term pay increase or responsibility pay.
4. Working on a special project does not automatically constitute the basis for a temporary pay increase.
5. When the duration of the requirement for taking on the work and/or responsibilities is expected to be lengthy, promotion of the employee may be considered. In these cases, a revised job description for the position is to be developed and evaluated for possible permanent adjustment of pay level.

2. PURPOSE

To provide guidelines and criteria on how an employee may temporarily receive a rate of pay/compensation which is higher than the base salary for their position for temporarily being assigned additional work and/or higher-level responsibilities.

3. SCOPE

Non-union employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

None.

6. DEFINITIONS

None.

New Policy Approved (date):	
Policy Revision History (dates):	December 13, 2011 April 1, 2021

-----**END OF POLICY**-----

7. PROCEDURES

1. Responsibility pay is to be:
 - a. approved by the appropriate member of the Executive Leadership Team and the Director of Human Resources and Employee Engagement.
 - b. paid only if the employee is performing workload responsibilities in addition to their usual workload for more than two weeks.
 - c. temporary and does not change the employee's base pay for their current regular position.
 - d. paid for a maximum of six months before a further approval is required.
 - e. typically calculated at 10% of the employee's salary.
 - f. withdrawn when the added responsibility work assignment ends.

New Procedure Approved (date):	
Procedure Revision History (dates):	December 13, 2011 April 1, 2021

8. ATTACHMENTS

None.