



<b>Subject</b>	<b>SUBSTITUTION PAY (Regular Support Staff)</b> (formerly titled “10.18 Substitution Pay for Regular Support Staff”)
<b>Procedure Section</b>	<b>3 Salary Administration</b>
<b>No.</b>	3.10
<b>Exempt Employment Policy References</b>	
<b>Collective Agreement References</b>	Support Article 35 (Substitution Pay)
<b>Forms &amp; Other Reference Material</b>	MyOkanagan > Employee > Forms > Staffing > Non-Regular Support Staff - Staffing Form
<b>Status of Approval</b>	Approved 24-May-2013 Chris Rawson

**PREAMBLE:**

The collective agreement between the College and the BCGEU Support Staff Clause 35.1 states;

*“When a Dean or Director assigns an employee to replace another employee in a higher classification, the replacement employee shall receive a higher rate of pay for the full period served in the replacement position. The rate of pay shall be the rate of the higher classification which is closest to the previous salary or the minimum of the new salary band, whichever is greater”.*

**PROCEDURE:**

1. Normally assignments to replace another employee in a higher classification are not made unless the employee in the higher classification is likely to be absent for five consecutive days or longer. Such assignments are made by Deans/Directors/managers to regular support staff.
2. “Substitution pay” assumes that the employee assigned to replace another employee in a higher classification is expected to perform the majority of the duties of the higher rated classification. Where this is the case, the assigned employee will be paid the rate of the higher classification which is closest to his/her normal salary or the minimum rate of pay in the new salary band for the full period served by the employee in the replacement position.
3. If the Dean/Director/manager expects the employee to only to perform a portion of or specific duties of the higher rated classification, the actual duties to be assigned should be reviewed by the Dean/Director/manager with the Human Resources Division, so that the work may be correctly classified. The rate of pay for the additional assigned duties will be paid for the full period of such assignment.
4. The Dean/Director/manager will complete a Staffing Form indicating “substitution pay” in the “Reason for Request” field on the Staffing Form. The Human Resources Division is responsible for processing the Staffing Form to ensure that the appropriate rate of pay for the assignment is made.