

Temporary Assignment of Higher Duties (SGEU)

Key Messages and Questions and Answers

Key Messages

- As part of the 2016-2022 SGEU Collective Bargaining Agreement, we are implementing changes to the rate of pay and time frame for Temporary Assignment of Higher Duties (TAHD).
- This change is for SGEU employees only. CUPE and out-of-scope employees will continue as they have previously.
- TAHD for SGEU employees will be a flat rate of eight per cent on an employee's hourly wage and must be for 30 consecutive calendar days or less.
- Employees working in a temporary assignment for more than 30 consecutive calendar days must be temporarily reclassified.
- We are also launching new timecodes for TAHD, which eliminates the manual TAHD Less Than 90 Days Request for Payment Form and allows the TAHD claim to be paid on the employee's next pay cheque.
- These changes simplify and streamline the TAHD process, making it easier for managers and employees.
- Information, training and resources are available on [Taskroom](#).

Questions and Answers

1. What are the changes for Temporary Assignment of Higher Duties (TAHD)?

The change to TAHD include:

- SGEU employees performing TAHD in a classification level that has a higher salary range maximum than their home position level will be paid at a flat rate of eight per cent premium on their hourly rate for 30 consecutive calendar days or less. The eight per cent premium will no longer be subject to the minimum or maximum of the TAHD salary range.
- Employees no longer assume the hours of work of the TAHD assignment.
- Employees are eligible for the TAHD premium on banked/paid overtime hours at the applicable rate (e.g., 1.5x, 2x, 2.5x). Employees are also eligible for TAHD premium for hours worked on a statutory holiday at the applicable rates (banked/paid). Previously an employee wasn't eligible for TAHD payment on any banked hours.
- There are new timecodes for TAHD.
- Employees no longer have to complete the manual TAHD Request for Payment Form.
- Managers approve TAHD when they approve the employee's timecard.

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2. Who is eligible for the TAHD premium?

All employees under the PS/GE Collective Bargaining Agreement.

3. When is an employee eligible for the TAHD premium?

Employees are eligible when there is a temporary assignment of higher duties of new or additional duties in their position or in another position with a higher classification level than the classification level of their home position.

4. Is there an alert when the employee reaches 30 calendar days in the TAHD?

No. Managers will have to monitor the 30 consecutive calendar days for an employee in a TAHD as per the [SGEU Collective Bargaining Agreement](#).

5. Has the process for requesting TAHD payment changed?

Yes. Effective September 27, 2020, employees will now enter their TAHD premiums on their timecard in PSC Client using the new timecodes for TAHD. Employees will no longer need to submit the TAHD Request for Payment Form to process the payment. When managers approve the employee's timecard they are also approving the TAHD claim. **Note:** Employees not in PSC Client will enter their TAHD premiums in MIDAS.

6. What are the new timecodes for TAHD?

The new timecodes are:

- TAA: Temporary Assignment Hours at 1.0
 - TAHD premium paid on regular/straight time hours
- TAB: Temporary Assignment Hours at 1.5
 - TAHD premium paid on hours worked/banked at 1.5x
- TAC: Temporary Assignment Hours at 2.0
 - TAHD premium paid on hours worked/banked at 2.0x
- TAD: Temporary Assignment Hours at 2.5
 - TAHD premium paid on hours worked/banked at 2.5x

7. When employees enter the TAHD timecode(s) on their timecard, when will they receive their payment?

Employees will receive their TAHD payment in the pay period in which it was earned/claimed as long as they appropriately code their timecard. Note: Employees in Temporary Reclassification do not use these timecodes. Their assignment and salary are updated and they code their timecards the same as in their home position.

8. What if an employee is in a temporary assignment for longer than 30 days?

SGEU employees temporarily assigned to higher duties for more than 30 consecutive calendar days will be considered a Temporary Reclassification and will be paid in accordance with the appropriate salary administration rules (Article 14 of the CBA). Learn how to do a [Temporary Reclassification](#).

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9. I have an employee who is currently on a TAHD for less than 90 days. Do I need to do a Temporary Reclassification?

The changes to TAHD will be implemented on September 27, 2020. During this transition period (September 27 – October 10 pay period), here's what to do in the following scenarios:

- If the employee will reach day 30 of the TAHD between the September 27- October 10 pay period, then a Temporary Reclassification will be effective at the beginning of the next pay period (October 11). Learn how to do a [Temporary Reclassification](#).
- If the employee is already over 30 consecutive calendar days in the TAHD assignment on September 27, then Temporary Reclassification will be effective at the beginning of the current pay period (September 27).
- If the employee has less than 14 consecutive calendar days remaining in their TAHD assignment. They can finish out the September 27-October 10 pay period in the TAHD assignment and are not required to be placed in a Temporary Reclassification. If the TAHD is expected to be extended beyond October 10, the employee must be put into a Temporary Reclassification assignment (effective September 27). Learn how to do a [Temporary Reclassification](#).

If you need to place an employee in a Temporary Reclassification during the transition period, refer to TAHD to Temporary Reclassification Transition Period Instructions and spreadsheet.

10. My employee will reach 30 consecutive days of TAHD in the middle of a pay period, when should the temporary reclassification be effective?

- If it is known anytime during the first 30 days, that a TAHD assignment will extend beyond 30 days, the employee is to be placed in a Temporary Reclassification. The effective date of Temporary Reclassification would be the beginning of the pay period in which it is known that the TAHD assignment will extend beyond 30 consecutive calendar days.
- If the TAHD assignment is ending during the pay period in which the employee reaches day 30 of the TAHD assignment, the employee would not be placed in a Temporary Reclassification. The employee would finish out the TAHD assignment for that pay period. The TAHD assignment is now finished and the employee returns to their home position.
- If the TAHD assignment extends beyond the pay period in which the employee reaches day 30 of the TAHD assignment, the employee is to be placed in a Temporary Reclassification. The effective date of the Temporary Reclassification would be the beginning of the current pay period (pay period in which the employee will reach day 30).

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11. Are non-permanent employees eligible for the eight per cent flat rate on a TAHD for less than 30 days?

Non-permanent employees are now eligible for TAHD premium at the eight per cent rate and are no longer subject to salary maintenance.

12. Is banked time eligible for TAHD premium?

Yes. Banked hours (e.g., EDO, overtime, premium pay on a stat) are now eligible to be paid the flat eight per cent TAHD premium at the time the hours are banked.

13. Are there any changes to the temporary reclassification process?

The only change to the Temporary Reclassification process is the employee is now to be placed in a Temporary Reclassification when the temporary assignment is greater than 30 consecutive calendar days (previously 90 consecutive calendar days). The Temporary Reclassification is subject to the appropriate salary administration rules as per CBA Article 14 (e.g., promotion, salary maintenance, etc.). Learn how to do a [Temporary Reclassification](#).

14. What are the changes for an in-scope employee who is in a TAHD for 30 days or less to an out-of-scope position?

In-scope employees in a TAHD for 30 days or less will be eligible for the flat eight per cent premium to their hourly salary. They will continue to work the hours of work assigned to their home position and continue in the same EDO cycle and are no longer eligible to accrue scheduled days off (SDOs) while performing TAHD to an out-of-scope assignment.

15. What are the changes for an in-scope employee who is in a Temporary Reclassification to an out-of-scope position?

There are no changes when an in-scope employee is assigned a TAHD for greater than 30 days (Temporary Reclassification). The employee will immediately start working the hours of work assigned to the out-of-scope position and will be eligible to earn scheduled days off. They will also be subject to the salary administration rules as per [CBA Article 14](#).

16. How does TAHD less than 30 days affect an employee's hours of work?

Employees are no longer required to assume the hours of work of the TAHD position. If extra work is required, the employee would be eligible for the appropriate overtime provisions related to their home hours of work.

17. How does Temporary Reclassification affect an employee's hours of work?

Employees immediately assume the hours of work of the higher position in a Temporary Reclassification. If extra work is required, the employee would be eligible for the appropriate overtime provisions related to the higher position.

18. My employee is currently in a TAHD for less than 30 days and is required to work on the stat holiday, how many hours of TAHD are they eligible for?

Employees are eligible to receive TAHD premium for all hours worked on a statutory holiday at the rate they are paid (e.g., premium pay on a stat at 1.5x). They are also eligible for TAHD at 1.0x for 8 hours for the stat.

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- 19. Are employees who regularly work less than full time hours eligible TAHD less than 30 days?**
Yes. Employees are eligible for TAHD when working a full day. The full day does not necessarily mean eight hours if the employee normally works less than that. This would include permanent part-time employees working less than eight hours/day as well as permanent full-time employees on either job share or variable hours work arrangements.
- 20. What if the TAHD assignment is not for the full duties of the higher assignment?**
Managers can work with their HR Business Partner to have the additional duties classified to determine the level of the TAHD assignment.
- 21. Are multiple employees allowed to TAHD for one position on the same day?**
Typically, multiple employees are not allowed to TAHD into the same position on the same day. The exception would be if an employee is doing TAHD, but is absent for a day. The employee would still be eligible for TAHD premium on that day. If the manager assigns the TAHD to another individual to backfill, the second employee is also eligible for TAHD premium for that same day.
- 22. What is the process for in-scope employees who are in a TAHD to an out-of-scope position with a salary supplement?**
These employees will follow the same process as all other SGEU employees on TAHD. They would be eligible for a flat eight per cent premium on their hourly rate and would make the entry on their timecard.
- 23. If an employee works overtime in an out-of-scope TAHD position are they paid overtime?**
Yes. Employees are eligible for overtime when in a TAHD out-of-scope position. Employees in a Temporary Reclassification are tied to the hours of work of the temporary assignment.
- 24. My employee was in a TAHD less than 90 days prior to September 27 and we didn't fill out the TAHD Less Than 90 Days Request for Payment Form, what do I need to do?**
Employees that were in a TAHD less than 90 days prior to September 27 are not eligible for the new rules and will not use the new timecode. These employees will be eligible for the previous TAHD rules and process. Therefore, they would have to submit a TAHD Less Than 90 Days Request for Payment Form for all TAHD hours worked prior to September 27, 2020.