

# TAHD vs. Temporary Reclassification

## Cheat Sheet

Last revised: September 2020

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Next review: October 2022

	Temporary Assignment of Higher Duties (TAHD)	Temporary Reclassification
<b>What is it?</b>	Allows a manager to temporarily assign new or additional duties to an employee in their position or another position for a period not to exceed 30 consecutive calendar days.	Allows a manager to temporarily assign new or additional duties to an employee in their position or another position.
<b>When should it be used?</b>	When the employee is covering for a position of a higher classification level for a short time (e.g. vacancy, vacation, sick leave, etc.)	When the employee is covering for a position of a higher classification for a longer time (e.g. vacancy, leave of absence, etc.)
<b>How long can it be used for?</b>	A period of 30 consecutive calendar days or less.	A minimum period of 14 consecutive calendar days. If a Temporary Reclassification exceeds 1 year, the union must be notified.
<b>What is the pay?</b>	A flat-rate eight per cent (8%), based on their current hourly rate of pay.	Appropriate pay administration as per <a href="#">CBA Article 14</a> .
<b>How do you use it?</b>	Employees add the applicable TAHD timecode(s) directly to their timecard.	Learn how to do a <a href="#">Temporary Reclassification</a> .
<b>What are the hours of work?</b>	Employees' hours of work will not change. The employees maintain the overtime provisions in their home position.	Employees will assume the hours of work in the higher assignment and will be subject to the overtime provisions in the higher assignment.
<b>Additional info</b>	The employee must work a full day in the TAHD to be eligible for TAHD payment. It is the responsibility of the manager and/or ministry to monitor the length that the employee is in the TAHD position to ensure they do not exceed the 30-day threshold.	If the manager is aware at any time during the temporary assignment of higher duties that the employee will be performing the duties for a period greater than 30 consecutive calendar days, the manager is to place the employee in a Temporary Reclassification as soon as possible.
<b>Considerations</b>		
<p>Consider the following when making decisions on whether an employee should be placed in TAHD or temporarily reclassified:</p> <ul style="list-style-type: none"> <li>✓ How long will the assignment of higher duties be? Is there a chance the assignment will go beyond 30 days?</li> <li>✓ What are the additional duties to determine the level of assignment? Is the employee taking on the full responsibility or some of the duties of the assignment? Managers who need the duties classified can work with their HR Business Partner to determine the level.</li> <li>✓ What are the pay implications between TAHD versus Temporary Reclassification? There may not be any, but it's something to consider.</li> <li>✓ Are there any Criminal Record Check considerations?</li> <li>✓ Refer to the <a href="#">TAHD Manager and Employee Guide</a> on <a href="#">Taskroom</a> for more information.</li> </ul>		

Contact your [HR Business Partner](#) for advice.