

POLICY: UNION STAFF ACTING IN EXEMPT POSITIONS

POLICY #: B-HR-12

COMMITTEE: Human Resources Committee
 TOPIC: Compensation and Benefits

PASSED: 28 November 2024
 AMENDED:
 REVIEW PERIOD: As required.

PURPOSE

This Policy is to recognize the additional duties and responsibilities the unionized employee is assuming and to compensate them fairly and accordingly.

SCOPE

The Policy applies to all unionized staff members.

POLICY

When Union employees are assigned to act in an Exempt position for one full work day or greater, they will receive a rate of pay from the unionized pay table that is fair and appropriate and reflective of the extent of the duties and responsibilities of the Exempt position they will be performing. It is neither expected nor anticipated that a unionized worker would assume the full level of responsibilities of the Exempt position (e.g. administering severe/stern disciplinary measures to a fellow union member poses an obvious conflict with his/her Union). Duties beyond the ability or scope of authority of the ‘Acting’ supervisor’s appointment will be carried out by the next higher level of exempt supervision.

All acting assignments must be authorized, in writing, by the Director of Library Services in accordance with this Policy.

For acting situations which may not be clearly addressed by this Policy, or where a worker has been designated to perform limited duties of the Exempt position and/or may not hold a required professional degree/designation, these matters should be referred to the Human Resources Advisor for discussion and direction as to the appropriate rate of pay.

ROLES AND RESPONSIBILITIES

The Library Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for authorizing acting assignments.

The Director of Library Services and Human Resources is responsible for administering this Policy