



VILLAGE OF HAINES JUNCTION

Acting Appointments

Policy #42-25

1 Purpose

The purpose of this policy is to:

- Explain the different types of acting appointments
- Clarify when an employee is entitled to acting pay
- Confirm how acting pay is to be calculated
- Provide procedures for designating and notifying acting appointments
- Clarify how this policy relates to existing employment agreements.

2 Policy Statement

The Village of Haines Junction occasionally appoints employees to work in other positions due to vacations, illness, vacancies, or operational needs. Acting appointments may also increase employee engagement and retention by creating opportunities for employee development and support talent management/leadership development. The Village wishes to ensure employees are fairly compensated when they are required to temporarily perform duties at a higher classification level. This policy provides information to clarify, and expand on, the requirements outlined in current employment agreements.

3 Definitions

3.1 Acting appointment

An acting appointment is when an employee temporarily assumes the responsibilities of another position within their department in the organization.

Appointments may:

- Be to a higher-level position requiring greater professional responsibility and competence for which acting pay is earned
- Be temporary lateral movements within the organization that do not earn acting pay.
- Be, temporarily, to a lower classification, where the employee will continue to be paid at their substantive rate of pay.

3.2 Acting pay

Per S.25.05 of the Fourth Collective Agreement, an employee is entitled to Acting Pay when an employee is required by the Employer to perform the substantial duties of a higher classification on an acting basis for at least 3 working days.

3.3 Qualifying period

The employee must perform the duties for a minimum of three consecutive days of work to be entitled to receive acting pay.

4 Implementation of Policy

4.1 Designation of acting appointment

Acting appointments must be made by the supervisor of the position in which someone will acting. For example:

- CAO acting appointments are designated by Council.
- Manager acting appointments are designated by the CAO.
- Public works employees acting appointments are designated by the Manager of Public Works

For further clarity, the incumbent in a position does not designate who will be acting for them when they are absent from the office; acting appointments may only be designated by the absent employee's supervisor.

4.2 Notification of acting appointment

Council and management staff must be notified, by email, of the start and end date for all acting appointments in advance of the commencement of the appointment.

4.3 Roles and responsibilities of employees while acting

When acting, the employee will need to assume roles and responsibilities of the position within which they are acting. Depending on operational requirements, the employee may also need to continue to carry out duties of their substantive position. It is the supervisor's responsibility to ensure that workloads are prioritized, balanced and achievable.

4.4 Managers acting in a bargaining unit

When a manager acts in a bargaining unit position, the manager's rights and entitlements flow from their substantive position.

4.5 Bargaining unit members acting in management

When a bargaining unit member acts in a management role, the employee's rights and entitlements flow from their substantive position.

4.6 Calculation of Acting Pay

Per S.25.05 of the Fourth Collective Agreement, acting pay shall be calculated as follows:

- The employee shall be paid acting pay calculated from the day on which the employee was instructed to commence to perform the higher duties.
- The employee will receive the minimum salary for the acting position where their present salary is less than the first step for that position, or one hundred and ten percent (110%) of their present salary, whichever is greater.
- When a day designated as a paid holiday occurs on a day when the employee would otherwise be performing duties on an acting basis, the holiday shall be considered at the Acting pay rate.

4.7 Return from acting position

Upon return to their substantive position, the employee will revert to the substantive annual salary received at the time of the commencement of the acting assignment. Their salary will be adjusted for any collective agreement-related increases received during the assignment, up to but not exceeding the maximum of the substantive range.

5 General Information

5.1 Inquiries

Questions about the policy should be directed to the Chief Administrative Officer
cao@hainesjunction.ca

6 Application

6.1 Relationship to other policies

This policy complements:

- Fourth Collective Agreement effective January 1, 2024 to December 31, 2026
Section 25.05
- Bylaw #356-20 Conditions of Employment for Non-Union Staff

6.2 Order of policy

Where any part of this policy conflicts with a term in an employment agreement, the term in the employment agreement applies.

POLICY TITLE: Acting Appointments
POLICY #: 42-25
EFFECTIVE DATE: January 22, 2025
ADOPTED BY COUNCIL ON: January 22, 2025
RESOLUTION #: 25-25

Approved by:



Diane Strand – Deputy Mayor



David Fairbank – CAO

