

 <p>Thunder Bay Regional Health Research Institute</p> <p style="text-align: center;"><b>STATEMENT of POLICY and PROCEDURE</b></p>			
Manual:	Human Resources	SPP No.	<b>HR 2.20</b>
Section:		Issued:	October 24, 2018
Subject:	<b>Responsibility Pay</b>	Effective:	October 24, 2018
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	<b>New</b>
Issued by:	Chief Operating Officer	Approved:	October 24, 2018

## 1 POLICY STATEMENT

This policy provides a framework under which payments should be made to employees who temporarily undertake additional duties and responsibilities.

Responsibility allowance is payable only where an employee is assigned the duties and responsibilities of a higher classification for a continuous period of at least two weeks, with the exception noted below, while at the same time continuing to perform his/her normal job responsibilities. This may occur as a result of:

- 1) Temporarily filling a post until a substantive appointment can be made.
- 2) Filling a key post while another employee is on vacation/leave.

For employees in the Management and Non-Management groups:

Where an employee is assigned temporarily to perform the duties and assume the responsibilities of a higher paying classification, the Institute shall pay responsibility pay in the amount of up to 10%.

In no case, will the addition of responsibility pay exceed the job rate of the position temporarily filled.

Responsibility pay is determined as a % of current pay.

## 2 PROCEDURE

1. Responsibility pay is approved by the Chief Operating Officer.
2. Human Resources is notified to add earning code to Staffright.
3. Responsibility pay is coded for all hours worked (excludes sick and vacation).

## 3 REFERENCES

SPP HR 2.18 Employee & Non-Employee Classifications