

SUBSTITUTION PAY INITIATION FORM

Note: Substitution Forms cannot be used for Management employees substituting to other Management positions.

Is this new? Is this an amendment? Is this an extension?

Name of Supervisor: Click here to enter text. **Phone #:** Click here to enter text.

Section 1 – Details of Substituting Employee’s Base Position *(Complete Sections 1 & 2 and forward to Expense Authority)*

Last Name: Click here to enter text. **First Name:** Click here to enter text.
Office Name: Click here to enter text. **Department ID:** Click here to enter text.
Employee Number: Click here to enter text. **Classification & Step:** Click here to enter text.

Section 2 – Substituting For:

Last Name: Click here to enter text. **First Name:** Click here to enter text.
Classification: Click here to enter text. **Position Number:** Click here to enter text.
First Day: Click here to enter text. **Last Day:** Click here to enter text.

Reason: Click here to enter text.

Section 3 – Overtime Worked During Substitution Periods

Paid at: Substitution Rate All Hours or Partial Specify Click here to enter text.
 Base Rate All Hours or Partial Specify Click here to enter text.

Work Pattern *(check one)*

- 7 hour work day 7.5 hour work day
 7.78 hour work day 8 days at 7.75 hours and 1 day at 8 hours
*(1 day off every 2 weeks)** *(1 day off every 2 weeks)* Specify 8 hour day*
 Other, please describe: Click here to enter text.

*Indicate the first earned day off in the substitution period (Y/M/D): Click here to enter date.

If the substitution is for less than full shifts or less than full pay periods, please provide details to Payroll on a bi-weekly basis in the space provided (e.g., number of hours of substitution per pay period) Click here to enter text.

Section 4 – Substitution Calculation and Expense Authority Approval

| | | | |
|---|-----------------|----------------------------------|-----------------|
| Base Salary Range and Step: | Enter text | Calculation: | |
| Base Salary Rate | \$ Enter amount | | |
| Salary Protection <i>(if applicable)</i> | \$ Enter amount | ∆Total Bi-weekly Salary = | \$ Enter amount |
| TMA <i>(if applicable – GEU/Schedule A only)</i> | \$ Enter amount | | X 1.08 |
| ∆Total Bi-weekly Salary = | \$ Enter total | 8% Increase = | \$ Enter total |

| | | | |
|---|--|----------------------------|---------------|
| Substitution Classification & Range: Enter classification | Closest Step to 8% Increase is: Step | at | \$Salary |
| | | | \$TMA/RRA |
| | Classification Adjustment <i>(if applicable – example on next page)</i> | | \$CAD |
| | | Substitution Total: | \$Enter total |

Name of Expense Authority: Enter name

Approved:

You must ensure the "Approved" box is checked or Payroll will not process your request.

Comments: [Click here to enter text.](#)

Section 5 – To be completed by the Pay Office

Add to pay amount (\$): [Click here to enter text.](#)

[Click here to enter text.](#)

Instructions for Completion of Form

The substitution pay form is a Microsoft Word document you will need to fill out and send to [payroll](#). When you have filled the form out you must:

- 1 **Save** the document (**File > Save As**)
- 2 **Open** Microsoft Office Outlook (if it is not already open)
- 3 **Create** a new email and **attach** the word document you saved in the first step
- 4 **Send** the form to: MyPayForms@gov.bc.ca

Sample Substitution Pay Calculation – Classification Adjustment (CAD) as per BCGEU Article 27.4(f)

Base Position: Clerk R11, Step 5

Bi-weekly Salary: \$1760.91

Substituting For: Administrative Officer R18

8% Calculation: \$1760.91 x 1.08 = \$1901.78

Administrative Officer R18 Salaries:

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-----------|-----------|-----------|-----------|-----------|
| \$1894.72 | \$1950.05 | \$2007.17 | \$2006.23 | \$2154.89 |



The closest step to 8% above the employee's base rate = Step 1 at **\$1894.72**

Clerk R14 Salaries:

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-----------|-----------|-----------|-----------|-----------|
| \$1690.84 | \$1739.33 | \$1789.45 | \$1841.23 | \$1918.53 |



The closest step to 8% above the employee's base rate = Step 5 at **\$1918.53**

As per BCGEU Article 27.4(f), the employee would make more money substituting at a lower classification level; therefore, they will be paid a classification adjustment (CAD). The classification must be in the same classification series as the employee's base position or the position they are substituting into.

Substitution Rate: Administrative Officer R18, Step 1 (\$1894.72)

Classification Adjustment (CAD): \$1918.53 (Clk 14, Step 5) - \$1894.72 (AO 18, Step 1) = \$23.81