

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:		Phone #:		
Section 1 – Details of Substituting Employee’s Base Position <i>(Complete Sections 1 & 2 and forward to Expense Authority)</i>				
Last Name:		First Name:		
Office Name:		Department ID:		
Employee Number:		Classification & Step:		
Section 2 – Substituting For:				
Last Name:		First Name:		
Classification:		Position Number:		
First Day:		Last Day:		
Reason:				
Section 3 – Overtime Worked During Substitution Periods				
Paid at:	Substitution Rate	All Hours or	Partial	Specify
	Base Rate	All Hours or	Partial	Specify
Work Pattern <i>(check one)</i>				
7 hour work day		7.5 hour work day		
7.78 hour work day <i>(1 day off every 2 weeks)*</i>		8 days at 7.75 hours and 1 day at 8 hours <i>(1 day off every 2 weeks)* Specify 8 hour day</i>		
Other, please describe:				
*Indicate the first earned day off in the substitution period (Y/M/D):				
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)				
Section 4 – Substitution Calculation and Expense Authority Approval				
Base Salary Range and Step:		Calculation:		
Base Salary Rate		◇Total Bi-weekly Salary =		
Salary Protection <i>(if applicable)</i>		◇Total Bi-weekly Salary =		
TMA <i>(if applicable – GEU/Schedule A only)</i>		X 1.08		
◇Total Bi-weekly Salary =		8% Increase =		
Substitution Classification & Range:		Closest Step to 8% Increase <i>(before TMA)</i> is: Step at		
Substitution Total if over 8% <small>(only if substituting into Mgmt, and authorized by Expense Authority)</small>		TMA/RRR amount <i>(if applicable)</i>		
		Classification Adjustment <i>(if applicable example on next page)</i>		
		Substitution Total:		

Name of Expense Authority:	Approved:																				
<i>You must ensure the "Approved" box is checked or Payroll will not process your request.</i>																					
Comments:																					
Section 5 – To be completed by the Pay Office																					
Add to pay amount (\$):																					
Instructions for Completion of Form																					
Please fill this form out and save it, then submit it through AskMyHR using the categories: Myself (or) My Team or Organization > Submit a Form or Document > Pay/Overtime Form																					
Sample Substitution Pay Calculation – Classification Adjustment (CAD) as per BCGEU Article 27.4(f)																					
<p>Base Position: Clerk R11, Step 5 Bi-weekly Salary: \$1,760.91 Substituting For: Administrative Officer R18 8% Calculation: \$1,760.91x 1.08 = \$1,901.78</p> <p>Clerk R15 Salaries:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Step 1</th> <th>Step 2</th> <th>Step 3</th> <th>Step 4</th> <th>Step 5</th> </tr> </thead> <tbody> <tr> <td>\$1,894.72</td> <td>\$1,950.05</td> <td>\$2,007.17</td> <td>\$2,006.23</td> <td>\$2,154.89</td> </tr> </tbody> </table> <p style="text-align: center;">The closest step to 8% above the employee's base rate = Step 2 at \$1,894.72</p> <p>Clerk R12 Salaries:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Step 1</th> <th>Step 2</th> <th>Step 3</th> <th>Step 4</th> <th>Step 5</th> </tr> </thead> <tbody> <tr> <td>\$1,690.84</td> <td>\$1,739.33</td> <td>\$1,789.45</td> <td>\$1,841.23</td> <td>\$1,918.53</td> </tr> </tbody> </table> <p style="text-align: center;">The closest step to 8% above the employee's base rate = Step 5 at \$1,918.53</p> <p>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.</p> <p>Substitution Rate: Administrative Officer R18 (\$1,894.72) Classification Adjustment (CAD): \$1,918.53 (Clk 14, Step 5) - \$1,894.72 (AO 18, Step 2) = \$23.81</p>		Step 1	Step 2	Step 3	Step 4	Step 5	\$1,894.72	\$1,950.05	\$2,007.17	\$2,006.23	\$2,154.89	Step 1	Step 2	Step 3	Step 4	Step 5	\$1,690.84	\$1,739.33	\$1,789.45	\$1,841.23	\$1,918.53
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