BRITISH COLUMBIA
BC Public Service

Where ideas work

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 *(Complete Sections 1 & 2 and forward to Expense Authority)*

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 *(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:	

*Indicate the first earned day off in the substitution period (Y/M/D):

If the substitution is for less than full shifts or less that 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	
Salary Protection *(if applicable)*	◊**Total Bi-weekly Salary =**
TMA *(if applicable – GEU/Schedule A only)*	X 1.08
◊**Total Bi-weekly Salary =**	**8% Increase =**

Substitution Classification & Range:	**Closest Step to 8% Increase** *(before TMA)* **is: Step at**
	TMA/RRA amount *(if applicable)*
Substitution Total if over 8% (only if substituting into Mgmt, and authorized by Expense Authority)	**Classification Adjustment** *(if applicable example on next page)*
	Substitution Total:

Name of Expense Authority:	**Approved:**

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

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)

Base Position: Clerk R11, Step 5

Bi-weekly Salary: $1,760.91

Substituting For: Administrative Officer R18

8% Calculation: $1,760.91 x 1.08 = $1,901.78

Administrative Officer R18 Salaries:

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

The closest step to 8% above the employee's base rate = Step 2 at **$1,894.72**

Clerk R12 Salaries:

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

The closest step to 8% above the employee's base rate = Step 5 at **$1,918.53**

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 ($1,894.72)

Classification Adjustment (CAD): $1,918.53 (Clk 14, Step 5) **-** $1,894.72 (AO 18, Step 1) = $23.81