

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 Base Rate	All Hours or All Hours or	Partial Partial	Specify 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>		X 1.08		
TMA <i>(if applicable – GEU/Schedule A only)</i>		8% Increase =		
◇Total Bi-weekly Salary =		8% Increase =		
Substitution Classification & Range:		Closest Step to 8% Increase <i>(before TMA)</i> is: Step at TMA/RRA amount <i>(if applicable)</i>		
Substitution Total if over 8% <small>(only if substituting into Mgmt, and authorized by Expense Authority)</small>		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 R9, Step 5 Bi-weekly Salary: \$2,104.28 Substituting For: Clerk R15</p> <p>8% Calculation: \$2,104.28 x 1.08 = \$2,272.62</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>\$2,196.17</td> <td>\$2,257.46</td> <td>\$2,320.84</td> <td>\$2,386.26</td> <td>\$2,483.98</td> </tr> </tbody> </table> <p style="text-align: center;">The closest step to 8% above the employee's base rate = Step 2 at \$2,257.46</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>\$2,023.94</td> <td>\$2,079.48</td> <td>\$2,136.88</td> <td>\$2,196.17</td> <td>\$2,284.76</td> </tr> </tbody> </table> <p style="text-align: center;">The closest step to 8% above the employee's base rate = Step 5 at \$2,284.76</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: Clerk R15, Step 2 (\$2,257.46) Classification Adjustment (CAD): \$2,284.76 (Clk 12, Step 5) - \$2,257.46 (Clk 15, Step 2) = \$27.30</p>		Step 1	Step 2	Step 3	Step 4	Step 5	\$2,196.17	\$2,257.46	\$2,320.84	\$2,386.26	\$2,483.98	Step 1	Step 2	Step 3	Step 4	Step 5	\$2,023.94	\$2,079.48	\$2,136.88	\$2,196.17	\$2,284.76
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