

**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**

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

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