

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 Partial Specify
		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		
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 TMA/RRR amount <i>(if applicable)</i> Classification Adjustment <i>(if applicable example on next page)</i>	

	Substitution Total:																				
Name of Expense Authority: <i>You must ensure the "Approved" box is checked or Payroll will not process your request.</i>	Approved:																				
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 4 Bi-weekly Salary: \$1,818.96 Substituting For: Clerk R15</p> <p>8% Calculation: \$1,818.96 x 1.08 = \$1,964.47</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>\$1,975.24</td> <td>\$2,030.85</td> <td>\$2,088.36</td> <td>\$2,147.72</td> <td>\$2,236.38</td> </tr> </tbody> </table> <p style="margin-left: 100px;">The closest step to 8% above the employee's base rate = Step 1 at \$1975.24</p> <p>Clerk R11 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>\$1,770.17</td> <td>\$1,818.96</td> <td>\$1,869.36</td> <td>\$1,921.44</td> <td>\$1,999.21</td> </tr> </tbody> </table> <p style="margin-left: 100px;">The closest step to 8% above the employee's base rate = Step 5 at \$1,999.21</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 1 (\$1,975.24) Classification Adjustment (CAD): \$1,999.21 (Clk 11, Step 5) - \$1,975.24 (Clk 15, Step 1) = \$23.97</p>		Step 1	Step 2	Step 3	Step 4	Step 5	\$1,975.24	\$2,030.85	\$2,088.36	\$2,147.72	\$2,236.38	Step 1	Step 2	Step 3	Step 4	Step 5	\$1,770.17	\$1,818.96	\$1,869.36	\$1,921.44	\$1,999.21
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