

APPENDIX 3

**NBUPPE**

**Union Fact Sheet –Acting Pay**

What is the grievor’s regularly assigned classification and pay scale?

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What was the grievor’s work assignment for the period in question?

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What is the rate of pay applicable to the work assignment given?

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What is the exact work that was performed, and what were the instructions of the supervisor for the period in question?

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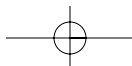
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How long did the grievor perform the work?

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### ACTING PAY

#### **What is the grievor’s regularly assigned classification and pay scale?**

In order to establish an irregularity in the amount paid to the grievor, you must first establish what the grievor’s regular pay is.

#### **What was the grievor’s work assignment for the period in question?**

For the period that the grievor was not properly paid, you will need to determine what their work assignment was. This will be necessary to establish that the work was not expected as part of the grievor’s normal classification and responsibilities. The key is to establish the grievor performed the primary functions of the higher paid position.

#### **What is the rate of pay applicable to the work assignment given?**

Determine what the appropriate rate of pay should have been for the work performed by the grievor. This may be found by checking the Acting Pay provisions of your collective agreement, or under the classification and pay plan.

#### **What is the exact work that was performed, and what were the instructions of the supervisor for the period in question?**

Determining the exact work completed by the grievor will help in ensuring that it was indeed outside of the grievor’s normal work assignment. Also, being specific about what the grievor was instructed to do by the supervisor may strengthen the case for a different rate of pay for the grievor, whether they actually performed the other work or not.

#### **How long did the grievor perform the work?**

How long the grievor performed the other work will be important in determining how much pay they should receive, and may impact on whether the employee qualifies for additional pay. For example, in order to receive acting pay, an employee sometimes has to act in the other classification for some minimum period of time.

