

TORONTO SENIORS HOUSING CORPORATION (TSHC) Acting Assignment Policy

Policy Owner: CGHR Committee	Date Approved: 18 May, 2022
Type: Compensation Policy	Approved By: Board of Directors
Last Reviewed:	Effective Date: 1 June, 2022

Policy Statement

The purpose of this policy is to establish fair, transparent, consistent and efficient practices for selecting, appointing, and compensating employees who are placed on an acting assignment.

The purpose of acting assignment is to:

- meet the operational needs of Toronto Seniors Housing Corporation;
- support on-the-job learning opportunities;
- bring cross-divisional perspectives and expertise to an assignment or project; and,
- support succession planning.

Scope

This policy applies to management, exempt and bargaining unit employees who have completed their probationary period and who are temporarily placed in a management or exempt position.

Definitions

Acting Assignment: The temporary placement of an employee who occupies a base position and who is temporarily placed in an alternate exempt or management position on a continuous basis for a period of 30 days or more. The employee must meet the

minimum qualifications for role as assessed by the Hiring Manager and the People and Culture Department.

Acting assignments do not include situations where an employee is assigned to cover – off some of the duties of another employee while also maintaining the full duties of their base position.

Cover Off Assignment: The assignment of an employee to perform some of the duties of another position while at the same time continuing to perform his/her normal job responsibilities. These types of assignments are generally 30 days or less in duration.

Selection and Placement

In selecting employees for an acting assignment, managers are encouraged to consider employee developmental needs and the degree to which the assignment opportunity can assist the division to further workforce diversity, employee development, and succession management plans. Such consideration may result in more than one person being selected for the assignment and a rotational arrangement being implemented.

Managers may fill acting assignments in accordance with one of the following processes, provided that some specific criteria are met as described below:

- direct employee placement
- corporate wide posting

Direct Employee Placement

Employees may be directly placed on an acting assignment (without a corporate wide posting), provided that the acting assignment is six months or less in duration.

In selecting an employee for a direct placement into an acting assignment, the manager will discuss the following considerations with the People and Culture Department:

- the qualifications and experience of the employee as

- they relate to the acting assignment;
- the operational needs that require a direct placement of an employee into an acting assignment;
 - opportunities to post the position corporately to ensure equal access to opportunities, especially in cases where there may be more than one qualified employee.

Direct Placement Documentation

In all cases of direct placement, a hiring file will be established by the People and Culture Department.

The division's reasons for *Direct Employee Placement* will be discussed with the People and Culture Department. All documentation, including the employee placement letter, Staffing Approval Form etc. will be stored in the acting assignment hiring file.

Corporate Wide Posting

Acting assignments of greater than six months in duration must be filled through a corporate-wide posting process.

All internal temporary non-union competitions will specify in the job posting that "In accordance with Toronto Seniors Housing Corporation Acting Assignment policy, if the posted non-union temporary position becomes permanent, it may not be reposted".

Acting or Temporary Employee Conversion to Permanent

If an employee has been placed on an acting assignment or hired externally to fill a non-union position on a temporary basis, the employee will qualify to be placed permanently in the same job classification provided that:

- the employee was placed in the temporary position or acting assignment as a result of an internal or internal/external

corporate wide job posting.

- the employee is still in the same job classification and is successfully performing the job.

If there is more than one employee acting in the job as a result of a corporate wide posting, the selection decision to place the employee permanently is made using a variety of criteria including performance, operational needs, specialized skill set or knowledge, and length of time in the acting/temporary assignment.

Compensation

The employee's salary will be determined in accordance with the Management/Exempt Compensation Philosophy.

An assessment will be conducted by the People and Culture Department and will use established criteria to place the employee's salary within the applicable pay band for wage grade they are acting in.

Benefits

During an acting assignment, employees will continue to receive benefits based on the terms and conditions of their base position. For example, a bargaining unit employee will continue to have benefit coverage based on the terms and conditions of their applicable collective agreement.

Non-Productive Time

Pay for non-productive time e.g. vacation, short term disability, floating holidays, statutory holidays is paid at the rate of the acting assignment after the employee has worked in that position for two (2) continuous months.

Overtime/Lieu Time

Any overtime worked while in the acting assignment will be compensated in accordance with the provisions of the Overtime and Lieu Time Policy.

Maternity/Parental Leave Top Up

Maternity/Parental Leave Top Up will be paid in accordance with the applicable policy.

Performance Management

All employees acting in management and exempt positions are required to participate in the non-union Performance Management Process. Performance plans are established at the start of the acting assignment and assessed in accordance with the performance management process. For management and exempt employees, assessment results and ratings are shared with the base position manager.

Any performance increases that the employee may be eligible to receive while on the acting assignment, will be applied in accordance with the applicable program and salary guidelines that exist at the time that the employee is on the acting assignment.

Exceptions

The CEO may make an exception to the requirement that an acting assignment be for 30 days or more and may make an exception to the requirement for a corporate wide posting for a position greater than six months in duration.

Governing and Applicable Legislation

- *Employment Standards Act, 2000*
- *Ontario Human Rights Code, R.S.O. 1990, CH.19*

Related Policies and Procedures

- *Hiring Policy*
- *Overtime and Lieu Time Policy*

- *Maternity Leave Policy*
- *Parental Leave Policy*
- *Workplace Diversity Policy*

Commencement and Review

Revision	Date	Description of changes	Approval
First approval:			
Revision # 1			
Last review:			

Next Scheduled Review Date: