

Special Duties

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1 - Business Practice Name

Special Duties

2 - Purpose

Where a manager identifies a need to temporarily assign (12 months or less) additional duties to a non-union employee that are above and beyond the duties contained in the employee's job description the manager may request that the employee's salary be adjusted with a 5% temporary special duties premium.

3 - Scope

This applies to all non-union HRM employees.

4 - Procedures

Requests for special duties premiums shall be made in consultation with HR Business Partners and be directed to the Manager Talent & Total Rewards.

Final approval of the application of a special duties premium must be signed off by the Business Unit Director. Where the business unit wants to pay a Special Duties Premium that has not been agreed to by Talent & Total Rewards, DCAO approval will also be required by the business unit.

It is important to note that the costs associated with temporary special duties premium must be funded out of the applicable business unit's existing annual budget.

5 - Related Policies and Practices

Non-Union Compensation Toolkit

6 - Contact

Talent & Total Rewards, Human Resources