

GUIDELINES FOR ADMINISTERING RESPONSIBILITY PAY

SUPPORT STAFF: NASA / UofA Collective Agreements

Part A – Art. 19.04, Part B – 13.04 and Part C – 10.04

Background:

This document is intended to be a “common sense” guideline only. It is an attempt to clarify the Collective Agreement language as it pertains to responsibility pay situations.

The following provides examples of situations where responsibility pay would be appropriate and examples of situations where it would not be appropriate. The list of examples is not meant to be exhaustive, but rather illustrative of the types of situations employees may find themselves in.

For further clarification on responsibility pay, please contact your [HR Partner](#).

Examples:

1. A Team Lead is expected to be on illness leave for a period of 2 months. A member of the team is asked to take on the supervision of the team during the absence. They are asked to continue with their own duties plus take on the supervisory duties. **Responsibility Pay would be appropriate in this case.**

A Team Lead is expected to be on illness leave for a period of 2 months. The supervision of the team is taken on by the Manager of the area. Additional work that is similar in nature to the work currently being done by the team members is being divided among the team members. **Responsibility Pay would not be appropriate in this case.**

A team member is expected to be on illness leave for a period of 2 months. Another team member in a position of the same grade level, with similar duties, is asked to take on some of their work during the absence. **Responsibility Pay is not appropriate in this case.**

2. Due to a major Faculty initiative, the Finance unit is expecting a temporary spike in workload for approximately 6 months. The Financial Assistant has been asked to take on some of the managerial duties in addition to their regular duties while the APO focuses on the project during this period. **Responsibility Pay is appropriate in this case.**

Due to a major Faculty initiative, the Finance unit is expecting a temporary spike in workload. The Finance Assistant is required to take on extra work that is similar in nature to their current duties as well as some lower level duties. Over-time may be necessary. **Responsibility Pay is not appropriate in this case.**

These guidelines were co-created by Human Resource Services and the Non-Academic Staff Association for use at the University of Alberta. Updated October 2016

Items to be considered when assessing the appropriate level of Responsibility Pay (5% or more):

1. The position level of the individual assigned the extra duties
2. The level of the duties assigned
3. The difference between 1) and 2)
4. The length of time the duties will be assigned (longer term coverage may result in more complexity and a broader range of functions versus short term coverage)

Note: Responsibility Pay applies when an employee is continuing with their regular duties plus required to perform higher level duties. If the employee is required to do a different job then Article 21.05 Temporary Transfers and Promotions applies.