



UNIVERSITY OF NORTHERN BRITISH COLUMBIA
ACTING or ADDITIONAL DUTIES PAY (ADP) REQUEST FORM

1. Request for Acting or ADP:

Date: _____

Request is for (select one): Acting Pay Additional Duties Pay

Name of Employee to Receive Acting or ADP: _____

Reason for Acting or ADP: _____

Start Date: _____ *End Date: _____
(*Necessary for Approval)

(Signature of Supervisor)

(Name of Supervisor)

2. Approvals:

Charge to: Fund: _____ Org: _____ Acct: _____

Dean/Director: _____ Date: _____

President, Provost or VP Admin & Finance: _____ Date: _____

Director, HR: _____ Date: _____

Note: Approvals should be received **prior** to the employee being asked to perform the duties.

Acting Pay: The purpose of **Acting Pay** is to compensate an employee who has been asked to temporarily substitute in or **perform the principle duties** of a position in a higher salary grade (ie. the employee is not performing or only minimally performing their own duties).

Please refer to Article 27.04 of the UNBC/CUPE collective agreement for language specific to CUPE employees; for Exempt Group employees please refer to page 34 of the Exempt Group Handbook (both agreements are on-line at www.unbc.ca/faculty_staff/index.html).

Additional Duties Pay: The purpose of **Additional Duties Pay** is to compensate an employee for undertaking, for a finite period of time, **significant additional responsibilities** which are **not normally a part** of the employee's workload (ie. the employee is performing their normal duties plus significant additional responsibilities during their regular work day).

For details, please refer to the ADP policy at www.unbc.ca/assets/policy/hr/additional_duties_pay.pdf. In particular, please note that if more than one employee is engaged to perform the additional duties, the ADP premium is split.