

BULLETIN

COTAPSA Working for You Pay for Performance While on an Acting Assignment & Returning to Your Base Role

COTAPSA meets bi-monthly with Senior People & Equity (P&E) staff regarding Members' terms and conditions of employment and to discuss City policies and practices. Recent discussions focused on pay for performance while on an acting assignment and returning to a base role. Specifically, COTAPSA brought forward concerns regarding salary treatment while on an acting assignment, noting a lack of transparency and missing language in acting assignment letters has created an information gap.

As outlined in the Pay for Performance Program Guide, you are assessed based on the specific role you worked for at least 30 consecutive days during the performance year. If you are in a temporary acting assignment for the complete performance review year, then the performance increase will be applied to the acting salary. Your base role will not receive a performance adjustment because there would be no performance to measure in the role for the year, and therefore no increase is generated. However, COLA will still be applied to your base salary to help you progress through the range while you are in the acting assignment. When your acting assignment ends, you will return to your base position and base salary. Any performance increases you earned during the temporary acting assignment stay tied to that role and do not carry over to your base salary.

However, P&E staff confirmed that your Division can request a salary review once you have returned to your base to address any parity concerns or other compensation-related considerations within your base salary.

When you return to your base position, you may raise any concerns you may have with your immediate supervisor. For example, if your acting assignment was for a

significant period, you may find your base salary far below that of colleagues in a similar role but with less experience.

If your division supports a salary review, the request is submitted to Total Rewards. It is important to note that it is the Division's right to decline the request, and there is no mandatory requirement for the Division to pursue a salary exception.

P&E staff has further committed to greater transparency. Going forward, acting assignment letters will reflect these updates and reference the official Policy. COTAPSA wants to ensure no employee is surprised by their compensation transition when an assignment ends.

A link to the City policy can be found here: [Time in Role – City of Toronto](#)

Contact the COTAPSA office by phone at (647) 519-5115 or by email cotapsa@toronto.ca if you have any questions.