

TEMPORARY ASSIGNMENTS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-16

Policy Number: HR-10

SCOPE

This policy applies to all permanent employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

DEFINITIONS

For the purpose of this policy, the following definition applies:

“Stipend” refers to the amount paid to an employee who assumes the responsibilities of another position on a temporary basis.

POLICY

1. A Department Head may temporarily re-assign an employee to a position, within his department, to carry out the duties and responsibilities of that position. Should the temporary re-assignment be in another department, it is considered to be a transfer and the provisions of policy *Promotion or Transfer* ([HR-9](#)) apply.
2. The duration of the re-assignment should be no less than twenty-two (22) consecutive working days and, in order for the stipend to be paid the temporary assignment should be to a position in a higher classification than the employee’s regular position. The assignment should not last more than nine (9) months. Should an extension be required, the department head must discuss it with Human Resources.
3. The stipend is generally calculated at 5% to 10% of the regular annual salary of the re-assigned employee. Pro-rated to the term of the temporary re-assignment, it is paid at the same time as the regular salary. It is not included in the base salary nor is it subject to benefit deductions and vacation banking.
4. If a part-time employee is temporarily assigned to a full-time position at a higher classification than his regular position, he receives the salary he would have received if he were a full-time employee and the stipend mentioned in paragraph 3 of the present

TEMPORARY ASSIGNMENTS

Page 2 of 3

- policy. If a full-time employee is assigned to a part-time position at a higher classification than his regular position, his annual salary is pro-rated to the time worked. The stipend would then be calculated on his reduced salary.
5. If a full-time employee is temporarily assigned to a position of a lower salary classification, his salary is not reduced to the classification level of the position temporarily occupied. If a part-time employee is temporarily assigned to a position of a lower classification, he receives the same salary he would have received if he were a full-time employee in his regular position.
 6. At the end of the temporary assignment, the employee returns to his regular position.
 7. If the employee who has been temporarily assigned is selected to fill the position on a permanent basis, the employee's salary is determined following the provisions of policy *Compensation* ([HR-28](#)).

PROCEDURE

8. The Department Head may assign the person among his employees he deems to be the best fit for the assignment.
9. The Department Head provides the position's job description with duties, responsibilities, requirements and the duration of the assignment to the employee he designates.
10. In the event that no employee in the department can be designated, the Department Head completes the electronic Requisition Form available on the Human Resources web page, prints and signs the completed form and submits the form to Human Resources for posting.
11. Human Resources prepares the Vacancy Notice for the department. The posting is for a duration of ten (10) working days.
12. Any permanent or temporary employee may apply if they meet the minimum requirements.

TEMPORARY ASSIGNMENTS

Page 3 of 3

13. The person selected shall be the candidate who most meets the requirements listed on the posting. Should two candidates be equally qualified, selection is based on the years of service.