

**Administrative Staff
Special Project/Secondment Assignment**



*Special Project/Secondment assignment is an assignment for a **term-certain** duration related to new ventures wherein a permanent position does not exist.*

Name of Person Seconded: _____ Employee# _____

Temporarily, Employee Reports To: _____ Person Entering Leave: _____

Position Number Seconded to: TI _____ Competition #: _____

Start Date: _____ Finish Date: _____ Cost Centre to be Charged _____

Reason: _____

All work that falls within the above definitions will be documented in the appropriate job description and evaluated prior to approval of the temporary assignment. It is the responsibility of the Chair/Manager to describe the need for this body of work and it must be approved by the appropriate Vice President. **NO OFFER is to be made to an employee without prior contact with Human Resources. Assignments will not exceed one year.**

Rate of Compensation – Administrative staff who are acting in a special project/secondment assignment at a higher payband will be placed in the appropriate band for the evaluated duties, with the recognition that a minimum of a five (5%) increase is to be provided.

The College will post all temporary opportunities where the duration of an assignment is more than four (4) months. In order to allow sufficient time for the position to be posted and filled, a person can be assigned into this opportunity up to a maximum of four (4) weeks.

Refer to Directive D18 for additional information.

Please action the Special project/Secondment assignment for the employee noted above:

 (Manager's Signature)

 (Date)

 (Base Position Manager's Signature)

 (Date)

For HRS Use Only

Task Code		
103	Temp Assign Internal	Additional comments:
106	Temp Assign External	