

**Support Staff
Temporary Replacement Assignment (term certain or uncertain)**



Temporary replacement assignment is an assignment for a term-certain duration of a permanent position while the incumbent is on an approved leave or of a vacancy.

Temporary replacement assignment for term-uncertain is an assignment for an uncertain duration of a permanent position while the incumbent is on a medical leave.

Name of Person Appointed/Seconded: _____ Employee# _____

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

Position Assigned To: TA _____ Competition #: _____

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

Name of Person Being Replaced: _____ Position # _____

Reason: _____

When the duties and responsibilities of a position within a higher rate payband (or having a higher maximum salary) are assigned temporarily by the College to an employee, **for a period in excess of one (1) working day**, the following conditions shall apply:

Rate of Compensation – Please refer to the Support Staff Collective Agreement, Article 17.3.2 for additional information. The affected employee shall be paid the next higher rate in that classification which provides an increase of not less than the incremental amount available to the employee in the classification occupied immediately prior to the assignment providing the resultant rate does not exceed the maximum rate of the new classification.

Support Staff who are acting in an Administrative temporary assignment will be placed in the appropriate administrative band for the evaluated duties, with the recognition that a minimum of five (5%) increase is to be provided for the duration of the assignment.

Temporary Postings: The College will post all temporary assignments 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.

For term-uncertain temporary opportunities that extend past the four month duration, an immediate posting shall occur.

NOTE: Temporary assignments will not exceed one year.

When the College temporarily assigns an employee to the duties and responsibilities of a position excluded from the provisions of this Collective Agreement, the employee's obligations to contribute to the regular monthly Union dues under Article 5.4 and his/her seniority shall continue during the period of such temporary assignment up to a maximum period of twelve (12) calendar months unless extended by agreement of the Local Union and the College.

Refer to Directive D18 for additional information.

Please action the Temporary Assignment for the employee noted above:

(Manager's Signature)

(Date)

(Base Position Manager's Signature)

(Date)