

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> D18
	<b>ORIGINATOR</b> Human Resources	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b>  TEMPORARY ASSIGNMENTS	<b>EFFECTIVE DATE</b>  May 15, 2009	<b>REPLACES</b>  New

POLICY

Algonquin College recognizes that temporary assignments are an effective tool for developing and motivating staff, while ensuring that the short-term staffing needs of the organization are met. This policy will ensure that an equitable process is used when selecting employees for temporary assignments.

DEFINITIONS

There are three types of temporary assignments:

1. Temporary replacement assignment (term-certain) is an assignment for a term-certain duration of a permanent position while the incumbent is on an approved leave or a vacancy;
2. Temporary replacement assignment (term-uncertain) is an assignment for an uncertain duration of a permanent position while the incumbent is on a medical leave;
3. Secondment assignment/Special project is an assignment for a term-certain duration related to new ventures wherein a permanent position does not exist;

PROCESS:

1. Identification of body of work

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.

For term-uncertain assignments (ie: medical leave temporary replacement) the

same process is required.

2. Postings for all temporary assignments

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 assignment up to a maximum of four (4) weeks.

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

3. Selection Process

With the agreement of Human Resources, a simplified selection process is permitted for temporary assignments, however if the duration is longer than a one (1) year term – a full selection process as outlined in Directive D7 must be adhered to.

4. Eligibility

All full-time members of the College are able to participate in temporary assignments.

5. Length of Assignment

Temporary assignments will not exceed one year.

6. Rate of Compensation

When an employee participates, in a temporary assignment, salary administration and leave accumulation rules will apply. Credited service for the duration of the assignment will be taken into account upon the return of the incumbent to his/her base position. At the completion of the assignment, all increments due for the incumbent's base position will be effective the date of return.

a. Temporary replacement assignments:

Administrative Staff: Any employee who participates in a temporary replacement assignment of a position in a higher payband will be placed on the corresponding payband of the position being filled.

A minimum of a five (5) percent increase is to be provided. This does not

apply to lateral temporary assignments.

Support Staff: In accordance with the Support Staff Collective Agreement, “when the duties and responsibilities of a position within a higher rate payband are assigned temporarily by the College to an employee, **for a period in excess of one (1) working day**, the following conditions shall apply:

The affected employee shall be paid the next higher rate in that payband which provides an increase of not less than the incremental amount available to the employee in the payband occupied immediately prior to the assignment providing the resultant rate does not exceed the maximum rate of the new payband. Where such employee was receiving the maximum rate, the increase shall not be less than the incremental differential between the maximum rate and the preceding rate in that payband providing that such new rate does not exceed the maximum rate for the payband to which he/she is temporarily assigned.”

b. Secondment assignment/Special project

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.

Academic and 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.

Any exceptions to this policy require the approval of the Vice President, Human Resources.

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(original signed by)  
Vice President  
Human Resources