

STAFFING – TEMPORARY POSITIONS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends Policy: B-7 and B-8

Policy Number: HR-3

SCOPE

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

DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Appointment” refers to the assignment of a person to a specific position.

“Temporary employee” refers to any person hired on a full or part time basis for a limited period. Temporary employees must meet all criteria to qualify for the appropriate category of appointment. (see policy *Introduction and Definitions* ([HR-1](#)) under Definitions).

“Permanent complement” is defined as the aggregate of approved positions funded by the University’s operating budget.

POLICY

1. The University hires temporary employees whenever its objectives cannot be achieved with existing employees, and timing, cost or other considerations make it impractical to increase the permanent complement.
2. The University generally makes use of temporary employees to complete special projects with a set deadline, or to deal with temporary increases in workload. The University also hires temporary employees to replace permanent employees on vacation or leave of absence, if justified by the length of such leave and if necessary to the achievement of its objectives.
3. The decision to retain the services of temporary employees and to renew or extend the period of employment must be approved by the Department Head. Should the renewal

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or extension of an employment contract cause the employment period of any temporary employee to exceed twelve (12) months, the Department Head will consult with Human Resources.

4. Human Resources may provide support and advice in the staffing of temporary positions
5. Decisions on candidate selection and salaries are made by the Department Head concerned, in consultation with Human Resources.
6. Candidates are selected on the basis of their professional qualifications, skills, aptitudes, experience, language proficiency and interest in the position in relation to the requirements of the position to be filled. The selection process is carried out objectively, equitably and in compliance with relevant legislation.