

Temporary Term/Contract Appointments for Staff Holding Continuing-Appointments

Policy

The University encourages opportunities for general staff holding continuing appointments to broaden their experience by temporarily moving into term or research, grant and contract positions (general staff) and considers such exposure to be a long-term human resources investment.

It is recognized, however, that the decision whether to provide such career development opportunities will be a reflection of a department's capability to function in such a temporary replacement arrangement.

This policy is not applicable to staff holding term or contract appointments.

Procedures

General staff holding continuing appointments and interested in being considered for term or research, grant and contract appointments would normally follow standard University employment procedures by applying for appropriate vacancies as they are posted on the Human Resources Website or otherwise advertised and, if selected, request a leave from their current department for the duration of the term/contract appointment.

Consideration and awareness of the following conditions are important when staff request such appointments and when supervisors grant such arrangements:

- ability of the department from which the employee considers leaving to reassign responsibilities to remaining staff and

-
2. The second, from Human Resources (in consultation with the unit offering the term position) will set out the arrangements for the term or research, grant and contract appointment including the staff member's employment status and the relationship to the University at the conclusion of the appointment.