



POLICIES and PROCEDURES

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| Responsible Unit | Human Resources |
| Applicable to | All Staff |
| Date Last Updated | February 2018 |
| Approving Sector Head | Director, Human Resources |
| Policy | Temporary Assignments |

On occasion, employees may be temporarily assigned to work in other departments, or employees may apply to be considered for such temporary assignments. Temporary assignments may assist the University in meeting its operational needs, and may also provide employees with opportunities for personal growth and development.

Upon returning to his or her regular duties from an acting assignment, an employee shall receive his or her previous salary plus any increases and credits toward benefits that he or she would have received but for the temporary assignment.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.