

## POLICY 8.25 – Temporary Assignments

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Temporary Assignments

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:**

**Effective Date:** May 4, 2017

**Supersedes:** September 10, 1999 [*Previously MAPP 8.36 – Temporary Assignments*]

### I. PURPOSE

This policy outlines arrangements in respect of temporary assignments offered to Select Administrative Group Employees (SAGE) members at Western.

### II. POLICY

- 1.00 If a SAGE member is temporarily assigned to a higher classification for more than two (2) consecutive weeks, he/she shall be compensated at the Minimum rate of the higher classification as determined by Human Resources, or receive a five per cent (5%) increase in salary, whichever is greater. If the difference between the Normal Maximum of the two positions exceeds ten (10) percent, the member shall receive the Minimum rate of the higher classification, or a ten per cent (10%) increase, whichever is greater. Any extra compensation paid under this clause will be retroactive to the date the SAGE member commenced the temporary assignment.
- 2.00 Clause 1.00 does not apply to vacation replacement assignments of four (4) weeks or less.
- 3.00 Temporary assignments shall not be permitted to continue for longer than twelve (12) months.
- 4.00 Any change in salary during a temporary assignment within the SAGE classifications will not affect the SAGE member's group benefits levels.
- 5.00 If a SAGE member is temporarily assigned to a classification in the Professional and Managerial Association (the "PMA"), the member will be covered by the terms and conditions of all PMA policies and PMA compensation practices for the duration of the assignment.

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- 6.00 If a SAGE member is temporarily assigned to a term position in UWOSA, the member will be covered by the terms and conditions of all SAGE policies and SAGE compensation practices for the duration of the assignment.