

TOPIC **REGULAR EMPLOYEES IN TEMPORARY POSITIONS**

GUIDELINE **Under specified conditions, an employee may retain regular status while in a temporary position.**

QUESTIONS & ANSWERS

1. Under what conditions may an employee retain regular status while in a temporary position?
2. What should a manager consider when appointing a regular employee to a temporary position?
3. What should be documented?

AUTHORITY

- *Civil Service Act* 5(4, 5), 13(7)
- *Civil Service Act Regulations* 9(6)
- GEMA 11:08
- *Civil Service Commission Board, Minute #14-97/98-8*

Policy effective: December 17, 1997

QUESTIONS AND ANSWERS

1. Under what conditions may an employee retain regular status while in a temporary position?

A regular employee may retain regular status in a temporary position in two circumstances:

- when a regular employee accepts a term appointment as a result of re-employment
- when a manager approves the regular employee's request to retain regular status while placed in a temporary position and there is a specific plan for placing the employee when the temporary assignment ends.

2. What should a manager consider when appointing a regular employee to a temporary position?

When appointing a regular employee to a temporary position, a manager considers:

- if the employee will benefit from a developmental opportunity
- if the action is consistent with the department's human resource plan or Employment Equity Plan
- if the temporary assignment serves to retain a skilled and valued employee
- if this is an effective use of human resources
- if it reduces recruitment costs
- if secondment is an option

3. What should be documented?

The regular employee should receive a letter documenting the specific nature and duration of the temporary assignment as well as the status of the employee when the temporary assignment ends. It is important to obtain the employee's signature confirming agreement to these conditions. See <Sample Letter>.

SAMPLE LETTER

The (employer) and (employee) agree to appointing (employee) on a term basis to (position and location). The following terms and conditions apply:

- < This appointment will start on (date) and end on (date).
- < During this period, (employee) will retain his/her present regular civil servant status.
- < (employee)=s classification and salary will (remain unchanged or will change to).
- < Upon completion of this term employment, (insert the set of conditions that are specific to this situation).
- < (any other conditions)

The parties confirm their agreement with these terms and conditions by signing below:

Employee Signature _____
Date

Manager's Signature _____
Date