

## 4.12 COVERING TEMPORARY VACANCIES

Filling temporary vacancies can create administrative problems where a regular employee is interested in filling the position. The main problem is created by the fact that a term position is a casual position. Regular employees may be interested in filling term positions for several reasons, including:

- The opportunity to act in a higher classification.
- The opportunity to regularly work more hours.
- The opportunity to gain experience in a different position or program.

When a regular employee is hired into a casual position, they assume a different employment status. They no longer qualify for regular benefits such as vacation, sick leave, special leave and health benefits for three months. This is a disincentive.

The following policy is intended to provide direction to Supervisors, Coordinators, and Managers in filling short-term vacancies and to ensure consistent administration across the Association.

### **Supervisory Vacancies:**

Where a Supervisor/Coordinator position becomes vacant for a short period of time, an “acting supervisor or coordinator” will be named from existing employees or the position will be posted as a term position. They will return to their original position at the end of the term.

### **Nights, ASW, CSW and Other Line Position Classifications:**

Where a line position becomes vacant for a short period of time and where a regular employee within the program is interested in the position, the employee may be transferred into the position. Their position will be held for them until the term is complete.

Where a line position is posted as a term position, and where a regular employee is the successful candidate, then that employee will be transferred (seconded) into the position so as to preserve continuity with respect to employment status, salary, benefits, seniority, etc. Their position will be held for them for the length of the term.

Where a line or supervisory position is posted as a term position, and where a casual employee or an external applicant is successful, then the employee will remain a casual as per the Collective Agreement.