

4.12 COVERING TEMPORARY VACANCIES

BACI recognizes that temporary positions are operationally necessary and may be valuable opportunities for employees to gain experience, learn and increase seniority hours. The Collective Agreement outlines temporary vacancies.

The following policy is intended to provide directions to Supervisors, Coordinators and Managers in filling short-term vacancies and to ensure consistent administration across the Association. All temporary appointments must be reported to Human Resources so that the duration of the position can be tracked.

Employees in temporary positions must receive an orientation to their position.

Supervisory Vacancies

When a supervisor or coordinator is away from the workplace for 3 months minus a day or less, BACI may elect to appoint a temporary or acting supervisor. Such positions require that this acting role has an orientation to their responsibilities.

Linking Policy

4.1 Employee Hire Policy