



Type:	C - Institutional	Last Approved: June 14, 2007
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Feb., 2013
Administrative Responsibility:	Manager, Human Resources	Procedure:

STATEMENT:

Term administrative appointments will be approved, consistent with [Policy 42.09, Signing Authority](#). Where an appointment extends beyond the current fiscal year it will require the approval of a Vice-President.

Initial salary placement will be at Step 1 of the appropriate position category of the current salary grid for excluded staff. Progression from initial placement will be on an incremental basis (1.0 FTE of service = 1 increment). Term administrators will receive any general salary increases awarded the excluded staff group.

Term employees hired prior to December 31, 2004 will accrue vacation up to December 31, 2004 only at which time the accrual will be frozen for future use or payout upon termination of the assigned term appointment.

Effective January 1, 2005, Administrators on term appointments or extensions of less than one year will be paid vacation at 8% of salary on a bi-weekly basis. Any actual vacation taken, subject to the approval of the immediate supervisor, will be treated as unpaid leave and must be reported as such.

Administrators on term appointments or extensions of one year or more will have their vacation treated in the same way as regular administrators and for this purpose will be subject to the Addendum to the Conditions of Appointment, Administrators re vacation.

Appointments of 17.5 hours per week and a minimum of sixteen (16) weeks provide eligibility for coverage under the Administrative Disability Plan. Sick leave coverage commences on the first day of illness/disability at 100% of gross earnings for up to thirty (30) calendar days. For absences beyond thirty (30) days, an employee may apply for Short Term Disability (STD) benefit of 70% of gross salary. Coverage is by means of a policy issued by an insurance company, and benefits will be paid in accordance with the schedule of benefits listed in the carrier's plan and are subject to the limitation specified in the plan, including eligibility requirements.

Health benefits (medical, dental, and extended health) are available if an employment appointment is minimum five (5) months and 17.50 hours per week. A ten (10) month appointment of 17.50 hours per week or greater will also provide eligibility for Group Life and, Accidental Death and Dismemberment Insurance. All premiums are 100% Employer paid. A term administrative appointment may be terminated for unsatisfactory performance with three (3) months written notice. Dismissal for cause may be without notice. Termination by reason of lay-off for lack of work or lack of funding, will be with thirty (30) calendar days notice.

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