

	Temporary Reassignments	Secondment	Additional Duties (Temporary)	Temporary Appointment (Contract)
Description	<ul style="list-style-type: none"> Intended for short-term coverage. Can only be used within the same Organizational Unit. 	<ul style="list-style-type: none"> Fixed term opportunities for a Staff member to gain valuable experience in another Organizational Unit. Staff member will return to her/his existing position when the term of the secondment has ended. 	<ul style="list-style-type: none"> When a staff member is required to assume additional duties and responsibilities normally assigned to another staff member, and when these duties and responsibilities clearly exceed her/his own grade level. 	<ul style="list-style-type: none"> Staff members with definite-term appointments for periods exceeding three months. (External)
Duration	<ul style="list-style-type: none"> Up to 12 - 14 months. 	<ul style="list-style-type: none"> Should not exceed 18 months. Extension beyond 18 months must be discussed and agreed between the two Organizational Units and Human Resources. 	<ul style="list-style-type: none"> Periods exceeding 4 weeks and not extending beyond 12 months. For periods of 12 months or longer, see "Temporary Reassignments" 	<ul style="list-style-type: none"> Exceeding three months
Compensation	<ul style="list-style-type: none"> All stipend requests are reviewed and approved by Human Resources. When the additional responsibilities are one grade higher, a stipend up to 5% will normally be paid. Where the temporary assignment is several grades higher than the staff member's current USG position, the staff member's salary should be at the minimum of the job value appropriate to the higher USG level with comparable duties and responsibilities. Stipend amount is not added to the base salary for purposes of calculating salary-based benefits and salary increases. 	<ul style="list-style-type: none"> Secondment supplements may be offered for a secondment to a position at a higher classification (USG). Appropriate amount will be determined by Human Resources and the Organizational Unit Head (with or without consultation with Organizational Unit Head). Secondment supplements are not added to base salary for purposes of calculating salary-based benefits and salary increases. 	<ul style="list-style-type: none"> All stipend requests are reviewed and approved by Human Resources. Stipend amount is not added to the base salary for purposes of calculating salary-based benefits and salary increases. 	<ul style="list-style-type: none"> Monthly pay based on validated USG level
Funding	<ul style="list-style-type: none"> Home department. 	<ul style="list-style-type: none"> Hiring department. 	<ul style="list-style-type: none"> Home department. 	<ul style="list-style-type: none"> Home department.
Posting	<ul style="list-style-type: none"> No posting required. 	<ul style="list-style-type: none"> Advertised internally to the campus community via the job posting mechanism. 	<ul style="list-style-type: none"> N/A new duties are added to current role 	<ul style="list-style-type: none"> External or no posting required (unless posted concurrently as an internal secondment)
Documentation	<ul style="list-style-type: none"> iCIMS requisition. 	<ul style="list-style-type: none"> iCIMS requisition. 	<ul style="list-style-type: none"> HR Partner to complete Stipend Application form and send to Manager for approvals 	<ul style="list-style-type: none"> iCIMS requisition Change to Appointment form for extensions less than 3 months and other position details
Requisition Approval	<ul style="list-style-type: none"> Organizational Unit Head. 	<ul style="list-style-type: none"> Organizational Unit Head ("Department Head") EC Member 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Organizational Unit Head EC Member
Offer Approval	<ol style="list-style-type: none"> Organizational Unit Head. 	<ol style="list-style-type: none"> Hiring Department: Hiring Manager. Home Department: Organizational Unit Head. 	<ol style="list-style-type: none"> Organizational Unit Head HR Partner 	<ol style="list-style-type: none"> Hiring Manager
Reference	<ul style="list-style-type: none"> Policy 18 - Operating Procedure: Staff Development Through Mobility 	<ul style="list-style-type: none"> Policy 18 - Operating Procedure: Staff Development Through Mobility 	<ul style="list-style-type: none"> Short Term Stipends for Staff - Guidelines 	<ul style="list-style-type: none"> Policy 54 – Definition of Staff