



UCQ
Acting Incumbency Premium

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| UCQ | |
| Effective Date August 5, 2011 | |
| Latest Revision August 5, 2011 | |

positions.

Definitions

- 3 In this policy
- a) ³(P S O R \ H H ´ P H D Q V D Q L Q G L Y L G X D O Z K F University under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.
 - b) ³ 8 & 4 ´ P H D Q V W K H 8 Q L Y H O W \ R I & D O J

Policy Statement

- 4 4.1 An Employee, who is required to perform, on an acting basis, a majority of the principle duties of a more senior position within the department for a minimum period of one (1) work day, will be paid an acting premium.

4.2 The premium will be paid for the entire acting period.

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4.4 When an Employee is required to replace two or more Employees in sequence, the periods of incumbency will be considered to be one for the purpose of this policy.

Responsibilities

5 *Approval Authority*

- ensure appropriate rigour and due diligence in the development or revision of this policy.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

History

6 *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011