

Policy XXI: Temporary Appointments

Purpose: The purpose of this policy is to ensure that all persons who fill temporary acting roles have at the MSVUSU have clear expectations and compensation.

1. The MSVUSU Executive, or SRC may appoint someone to an acting role at their discretion. Acting roles are intended as short term solutions to staffing shortages. The duration of an acting role should be only as long as necessary to find a permanent solution.
2. All persons who fill an acting role will be offered this role using the letter template included here.

[Insert Date]

PERSONAL & CONFIDENTIAL

[Insert Employee Name]

[Address line]

Dear [Employee First Name]:

Re: Temporary Appointment as Acting-Interim [Insert Job Title]

Further to our conversation earlier today, we are pleased to offer you a temporary appointment as Acting-Interim [Insert Job Title] for the period of [insert date] to [insert date].

The terms and conditions of your existing position as [insert existing job title] will remain in effect, however, this acting appointment will supplement those terms and conditions for the period during which you act as Acting-Interim [Insert Job Title]. Accordingly, this letter will deal with the following terms that will apply while you are in this role:

1. **Payment:** When acting as Acting-Interim [Insert Job Title], you will be paid a [insert wage/honorarium] of XX [per hour] for [up to] XX hours per week, in addition to your regular wage of XX [per hour] for XX hours per week. **[NTD: This section will need to be tailored to whether the individual will be receiving an honorarium or wages for this additional work.]**
2. **Additional Duties and Responsibilities:** When acting as Acting-Interim [Department] Manager, you will have the additional duties and responsibilities outlined in the appended copy of the [Insert Job Title]'s job duties.
3. **Contact Information:** If at any time you are uncertain about your duties and responsibilities or how to proceed in a situation, please never hesitate to contact any of the following individuals at any time at the following phone numbers:
 - a. [Insert Name] (MSVU SU President): [Insert phone number]
 - b. [Insert Name and title]: [Insert phone number]

[NTD: This section should be adapted based on who are the applicable executives this individual should report to in their interim role.]

[Insert MSVU Student Union Letterhead]

Please read the terms and conditions set out in this agreement carefully. If you have any questions concerning the terms of your temporary appointment, please do not hesitate to discuss them with us. Please acknowledge your acceptance of the above terms and conditions by signing below and returning the signed copy of this letter to me by [Insert Date]. A copy of this letter is enclosed for your records.

Yours truly,

[Insert Name]
[Insert Job Title]

Encl. Copy of [Insert Job Title]'s job duties.

EMPLOYEE'S AGREEMENT

I have read, understood and agree with the terms and conditions of this temporary appointment set out in this Agreement.

[Insert Employee Name]

DATE:

WITNESS

[Insert MSVU Student Union Letterhead]

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