

# Temporary Assignments

## Policy

Departments will occasionally be required to make temporary appointments to replace staff who are on leave, on vacation, or to supplement the normal staff complement. When such a vacancy becomes available, departments may select and fill the vacancy through a Temporary Assignment.

A Temporary Assignment is one which is expected to either terminate in less than four (4) months on a part-time or ad hoc basis or, have a work week which totals less than 14 hours. This policy does not apply to current staff who hold continuing, term, or research, grant and contract appointments of at least 14 hours per week.

## Procedures

Two alternatives are available to departments when they are arranging for Temporary Assignment:

- 1.