

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR2	Approval Date: Last Revision:
	Responsible Executive:	
	Signed:	
Title: <p style="text-align: center;">DRAFT - TEMPORARY PROMOTION</p>		
Background & Purposes: <p>Employees shall be temporarily promoted in accordance with their respective collective agreement.</p>		

GENERAL

1. Guidelines:

- 1.1. This procedure shall be in force for all Facilities unionized employees.
- 1.2. The approved Staff/Student Appointment Form (see attached) shall be delivered to the staff records clerk at Facilities administration no later than 3:00 p.m. on the first day of the temporary promotion.
- 1.3. When “until further notice” is the time period of the temporary promotion the onus is on the supervisor to notify the staff records clerk on the last day of the promotion. This notice must be given no later than 3:00 p.m. on the last day of the promotion.
- 1.4. Temporary promotions, for longer than one week, require the approval of the appropriate Senior Manager.

PROCEDURE:

- 1.1. Once an employee has been selected the supervisor will complete a Staff/Student Appointment Form.
- 1.2. The supervisor will then forward the form to the staff records clerk who will date stamp and distribute the copies to personnel and the supervisor.
- 1.3. The staff records clerk will update the manual and computer files.

STAFF APPOINTMENT FORM

*This form is to be used for temporary promotions that run consecutively and are greater than four days in length

**Sample of form below, PDF form can be found in I-A-PR2-Temporary Promotion Form

1. Check the box at the top of the form marked “change to an existing appointment.”
2. Employee’s name.
3. Employee’s S.I.N.
4. Put an “X” in the appropriate box to indicated Job (union) affiliation.
5. Put the words “Temporary Promotion” in the box marked ‘other’.
6. The start date of the temporary promotion.
7. The end date of the temporary position, or “until further notice.”
8. Position within Facilities
9. One of; Carpenters, Painters, Electricians, Plumbers, Steamfitters, Sheetmetal, Labourers, Gardeners, Dispatch, Garage, Custodial, Mechanical Maintenance, Stores, Administration, Operations and Maintenance.
10. VP Finance & Administration.
11. Job title of temporary promotion.
12. Job Family/Classification associated with Job Title.
13. Complete the necessary boxes with the appropriate information.
14. a) For full-time employees, put an “X” in the first box.
b) For part-time employees, put an “X” in the second box. If part-time, complete the third box with percentage.

15. Check the appropriate box with an "X" to indicate monthly salary or hourly rate.

16. The F.R.S. account number to which the employee's salary is charged.

17. Position within Facilities

18. Budget position number for monthly positions only. For hourly positions leave blank.

19. REG.

20. a) Monthly paid employees with CUPE affiliation:

1. For temporary promotions to Head, enter the employee's current monthly salary "+10%". For temporary promotions to Sub Head, enter the employee's current salary "+7%". (For example; \$2,500.00 +10%, or \$2,500.00 +7%)
2. For other temporary promotions, enter the new monthly salary, is the lowest step of the new position that is AT LEAST \$50.00 per month GREATER than the employee's current monthly salary.

b) Monthly paid employees with IUOE affiliation:

1. The employee receives the salary of the position to which they are temporarily appointed.

c) Hourly employees

3. The same rules described in 14. (a) and (b) above apply to hourly paid employees. Use the hourly rate instead of the monthly salary. (For example \$17.00 per hour +10%, or \$17.00 per hour +7%).

21. The start date of the temporary promotion. (This must be the same date as shown in #7.)

22. The end date of the temporary promotion. (This must be the same date as shown in #8, or "until further notice".)

23. Total monthly salary or total hourly rate.

24. Required signature.



**The University of British Columbia
Human Resources
Authorization for Employed Staff**

Temporary Promotion (please complete this form in triplicate)

Copy 1 – Employee File

Copy 2 – Payroll after approval by Human Resources

Copy 3 – Department after processing/approval

Name (last name, comma, first name)		UBC ID number (if known)		Social Insurance #			
Current Job Title			Current Salary				
Temporary Promotion Details							
Department, School, Division or Section of employee Building Operations			Start date / End date or scattered dates				
Dept	Loc'n						
Faculty or VP that is reported to VP Admin & Finance							
New Job Title							
Account 541000	Fund G0000	Dept ID (Org)	Program	Project/Grant (PG)	Speedchart		
Department or Grant Holder Building Operations		Posn#	Earnings Code REG	Amount			
Account	Fund	Dept ID (Org)	Program	Project/Grant (PG)	Speedchart		
Department or Grant Holder		Posn#	Earnings Code	Amount			
Reason for Temporary Promotion:							
Vacation/Sick Relief							
Refer queries to: _____			Phone No.: _____				
Authorizations							
Grant Holder/Supervisor		Date		Dean/VP (if applicable)			
Department Head / School Director		Date		Human Resources			
				Date			

