

## ARTICLE 9 - ACTING APPOINTMENTS

**9.01** For the purposes of this Article,

“Acting Appointments” shall mean the assignment of employees to an Existing Vacancy or Temporary Vacancy.

“Existing Vacancy” shall mean a vacancy in an existing position for reasons such as sick leave, vacation relief, workers compensation or leave of absence.

“Temporary Vacancy” shall mean a newly created position of a non-permanent nature for reasons such as a special project or assignment.

**9.02** The decision as to whether an Existing or Temporary vacancy should be filled will be at the discretion of the Company.

**9.03** Notwithstanding [Article 8.07](#), vacancies resulting from operational reasons such as sick leave, vacation relief, Workers Compensation, LOA, special project, etc., may be filled temporarily by promotion.

**9.04** The Company will provide an electronic bi-weekly report to TEAM listing all Acting Appointments, along with the relevant information including the name of the employee, employee status and position.

**9.05** The Company is responsible for all transfer transportation expenses, including board and lodging as per Corporate Policy 202.11, for Temporary Appointments.

**9.06** Where there is a reasonable expectation that an Acting Appointment will be for a duration of 12 months or longer, it will be posted on a Company wide basis pursuant to the job posting process as set out in this Agreement. The position may be filled by appointment on an interim basis until the posting process is complete.

**9.07** Where an Acting Appointment which was not posted at the commencement of the assignment extends beyond 12 months, the Company shall rotate qualified employees through the assignment every 12 months in order to give a greater number of employees developmental opportunities for Acting Appointments except in the case of project related assignments or where the parties agree to an extension. An employee interested in being considered for a rotation in an Acting Appointment shall submit his/her request electronically via an Acting Appointment Rotation Request form and shall attach a current resume. A copy of such request shall be sent to Human Resources and

the immediate Manager. All requests will be acknowledged. Should there be no requests for rotation on file from a qualified candidate the existing Acting Appointment shall remain in place.

- 9.08** Temporary Vacancies shall not exceed 24 months except by mutual agreement between the parties. The Company agrees to advise the Union in writing, if an extension is necessary and provide reasons for the extension.

**9.09** Pay Treatment - Acting Appointments

An employee in an Acting Appointment shall receive the following pay treatment:

**Employees in TEAM's Jurisdiction**

When an employee in TEAM's jurisdiction is placed in an Acting Appointment in a position in a higher salary group, that employee shall receive the salary in the new salary group which represents a minimum increase of at least four percent (4%) over the salary which he/she received prior to the appointment.

If the employee is at the maximum of his/her present salary group prior to the appointment, a new increment date shall be established from the date the acting appointment commenced.

If the employee is on progression in his/her current salary group, he/she shall maintain his/her current increment date.

**Employees Outside TEAM's Jurisdiction**

An employee from outside TEAM's jurisdiction placed in an Acting Appointment shall receive the salary in the new salary group which represents a minimum increase of at least four percent (4%) over their hourly wage in their previous jurisdiction and shall commence working the hours of work in TEAM's jurisdiction

A new increment date for the Management position shall be established from the date the acting appointment commenced.

Under no circumstances shall an employee receive more than the maximum salary of the applicable salary group.

- 9.10** Acting pay will become effective from the first day of the acting appointment.

**9.11** Upon expiry of the acting appointment, the employee will return to his/her former position or equivalent position and rate of pay.