

Policy Name:	SUPPORT STAFF EMPLOYEE REPLACEMENT	 <p>coast mountain college</p>
Approved By:	President's Council	
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Policy Holder:	Director, Human Resources & Payroll	
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Category:	Human Resources	

## SUPPORT STAFF EMPLOYEE REPLACEMENT

### 1.00 POLICY STATEMENTS

1.01 Replacement (including substitution and auxiliary hires) of staff employees who are temporarily absent will only occur in exceptional circumstances where the activity normally performed by the absent employee cannot be sufficiently replaced without utilizing replacement staff and only then if one or more of the following conditions apply:

- 1.01.1 The absent employee is part of a unit and his/her absence will cause significant work of the rest of the unit to cease;
- 1.01.2 Legal and/or contractual commitments cannot be fulfilled if the function is not performed during the absence;
- 1.01.3 It is essential that the activity be performed to a minimally sufficient level in the absence of the employee.
- 1.01.4 Each proposed replacement must be approved by the Administrator responsible for the area.

1.02 The cost of the replacement employee will be borne by the department budget unless such cost leads to an overrun of that budget, in which case, approval of the overrun must be authorized by the Collaborative Administration Team (CAT) prior to its occurrence.