

Policy Name:	SUPPORT STAFF EMPLOYEE REPLACEMENT	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	May 15, 2002	
Next Scheduled Renewal Date:	April 2007	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-005	

SUPPORT STAFF EMPLOYEE REPLACEMENT POLICY

1.00 PURPOSE

- 1.1 This policy outlines the conditions under which an absent employee may be replaced for the duration of the absence.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENTS

- 3.1 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 using replacement staff and only then if one or more of the following conditions apply:
- a) The absent employee is part of a unit and his/her/their absence will cause significant work by the rest of the unit to cease.
 - b) Legal and/or contractual commitments cannot be fulfilled if the function is not performed during the absence.
 - c) It is essential that the activity be performed to a minimally sufficient level in the absence of the employee.
- 3.2 Each proposed replacement must be approved by the Administrator responsible for the area.
- 3.3 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.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 None

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	May 15, 2002		President's Council