



UCQ  
Acting Incumbency Premium

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 History 6
UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

positions.

Definitions

3 In this policy

a) <sup>3</sup>( P S O R \ H H ´ P H D Q V D Q L Q G L Y L G X D O Z K F  
University under a contract of service, that is, there is an  
employer-employee relationship between the individual and the  
University. For clarity, this term includes support staff,  
management and professional staff, the senior administration  
group, researchers, and faculty members.

b) <sup>3</sup> 8 & 4 ´ P H D Q V W K H 8 Q L Y H O W \ R I & D O J

Policy Statement

4 4.1 An Employee, who is required to perform, on an acting basis, a  
majority of the principle duties of a more senior position within the  
department for a minimum period of one (1) work day, will be paid an  
acting premium.

4.2 The premium will be paid for the entire acting period.

4.3 7KH SUHPLXP ZLOO EH RI WKH (PSOR\H

4.4 When an Employee is required to replace two or more Employees in sequence, the periods of incumbency will be considered to be one for the purpose of this policy.

Responsibilities

5 *Approval Authority*

- ensure appropriate rigour and due diligence in the development or revision of this policy.

*Implementation Authority*

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

History

6 *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

*Effective:* August 5, 2011