

## **SECTION 45**

### **ACTING INCUMBENT ROLE**

- 45.01 An acting incumbent role exists when a staff member is designated by the Dean to perform the principal duties of a higher level assignment for a period of up to one (1) year, during which time the staff member may also be required to perform some of the staff member's regular duties. If the period of acting incumbency is at least five (5) days, the staff member shall be eligible for acting incumbency pay for the total period of acting incumbency, including the five (5) day qualifying period. Acting provisions shall not apply where a staff member is assigned only limited additional duties.
- 45.02 Where a staff member, other than one classified in the instructor series, qualifies in an acting incumbency role, the staff member shall receive a minimum of five percent (5%) of the staff member's current salary in addition to the current salary, or, subject to approval of the Institute, the staff member may receive the minimum salary that would be applicable if the staff member was promoted to the higher level.
- 45.03 When a staff member classified in the Instructor series qualifies in an acting incumbency role as Leader I or Leader II, the staff member shall receive the appropriate Leader modifier.
- 45.04 Acting incumbency pay shall normally be paid as an allowance, but where acting incumbency is for a period less than two (2) complete calendar months, it will be paid as a lump sum in the month following the acting incumbency.
- 45.05 Notwithstanding 45.01, where a staff member has been accepted on an approved foreign assignment (e.g. with CIDA or CUSO), the Institute may establish an acting incumbency for up to two (2) years.
- 45.06 An acting incumbency may be extended for a period not to exceed one (1) year, but such extension shall be the subject of consultation between the Institute and the Association.
- 45.07 Appointment to an acting incumbency for a known term of one year shall be made in accordance with the provisions of Section 44.02 of this Agreement.