

**Explanatory Notes**  
**Re-appointment/Change in Appointment – Not Course-Based Form**

DO use this form:

To reappoint an employee in their current position when there is no gap between appointments or when making a change to a current appointment. Examples of appointments are:

1. Excluded Student;
2. Support staff appointment, typically re-appointment of continuing AESES/EMAPS members for funding purposes;
3. Hourly-paid casual appointment within the rules allowed.  
Please attach the necessary supporting documents as appropriate (e.g. confirmation for student research assistant, study/work permit etc.).

DO NOT use this form:

1. for reappointment or for a change in appointment that requires a letter of offer, e.g., change in salary or extension of appointment for an UMFA member or a Research Associate;
2. to grant an Extraordinary Salary increase for full-time academic staff;
3. for a reclassification or to *create* a temporary reclassification;
4. to change or extend course-based appointments, i.e., appointments set up with Short-Term/Part-Time Academic Staff form;
5. for termination, e.g., resignation, position discontinuance
6. to change or extend Scholarship assistance.

Identifying information:

We need all the requested pieces of information to verify the individual and the appointment to prevent applying the change to the wrong employee. It is therefore critical that all information in this section is provided.

1. The question on Canadian Citizen/Resident serves to remind you to make sure that the legal documentation for non-Canadians is valid for the extended appointment. It also prompts HR to check and update the legal document, as appropriate.
2. The information on the current GL is required by Budgets and Grants

Changes to Appointment:

1. You may use this form for multiple changes for the same appointment. What you need to do is to check the appropriate boxes and complete the information required. For re-appointment, you will use “change in end date”.
2. The change in start date is used when an employee is not able to start the appointment as planned or is able to start earlier as planned.

Salary:

1. For bi-weekly paid AESES, CAW, CUPE 1482 staff, give the base hourly rate;
2. For bi-weekly paid EMAPS give the per annum rate;
3. For all hourly-paid staff, give the base hourly rate, *excluding vacation pay* – VIP automatically calculates and adds the correct vacation rate based on the employee’s service.

Form Preparation:

Please remember to provide details about who prepared the form to allow us to call for clarification if there are questions.