



UNIVERSITY OF MANITOBA POLICY

Policy:	EXECUTIVE GROUP APPOINTMENTS – SUPPORT STAFF
Effective Date:	September 25, 2012
Revised Date:	
Review Date:	September 25, 2022
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act,</i> Section 16(1)(b)
Responsible Executive Officer:	President delegated to the Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Associate Vice-President (Human Resources)
Application:	Employees: Support Staff in the Executive Employment Group

Part I Reason for Policy

The reason for the Policy is to identify the terms and conditions regarding length of appointments for support staff positions within the Executive Group.

Part II Policy Statement

Normally positions within the Executive Employment Group which are filled with support staff will be hired on a continuing appointment status. The appointment is expected to continue unless ended by retirement, resignation or termination by either the employee or the University. In some instances a term appointment for a specified period of time may be utilized. All appointments require a recommendation from the President and approval of the Board of Governors. “Acting” status appointments for less than six (6) months do not require Board of Governors’ approval.

Termination of the appointment by the University will require appropriate notice or pay in lieu of notice. Consultation with Human Resources should take place prior to the termination to determine the appropriate amount of notice or pay in lieu of notice.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The Associate Vice-President (Human Resources) is responsible for the communication, administration and interpretation of this Policy.

Part IV Secondary Documents

- 4.1 The Vice-President (Administration) may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is September 25, 2022.
- 5.2 In the interim, this Policy may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes Appointment of Deputy Academic Administrators Policy (dated April 15, 1991).

Part VII
Cross References