



UNIVERSITY OF MANITOBA POLICY

Policy:	EXECUTIVE GROUP APPOINTMENTS – SUPPORT STAFF
Effective Date:	September 25, 2012
Revised Date:	July 1, 2022
Review Date:	July 1, 2032
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act,</i> Section 16(1)(b)
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Associate Vice-President (Human Resources)
Application:	Employees: Support Staff in the Executive Employment Group

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.

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. Appointments for the President, Vice-Presidents, and the University Secretary

require approval of the Board of Governors. All other Executive Group appointments require a recommendation from the appropriate Vice-President, approval of the President, and will be reported to the Board of Governors for information.

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.

Accountability

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

Secondary Documents

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

Review

- 5.0 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is July 1, 2032.
- 5.1 In the interim, this Policy may be revised or rescinded if: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 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.2 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they: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.

Effect on Previous Statements

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