



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Acting Incumbency Premium

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 History 6
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose** 1 The purpose of this policy is to ensure acting incumbencies are managed consistently and equitably.
- Scope** 2 This policy applies to Employees working at UCQ in support staff positions.
- Definitions** 3 In this policy
- a) “Employee” means an individual who is engaged to work for the 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) “UCQ” means the University of Calgary – Qatar.
- 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 The premium will be 5% of the Employee's basic salary rate.

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