



Interim Promotion Policy

Purpose:

The purpose of this policy is to provide a clear guideline to all employees accepting an interim promotion for a specific period of time.

Scope:

This policy applies to all Acres employees who are eligible and/or have been given an interim promotion.

Policy:

Depending on Acres business needs (e.g. a vacant position, another employee on vacation or leave, additional work, etc.), there may be an opportunity for an employee to be promoted on an interim basis for a period of time. The employee identified for the interim promotion will have developed recognizable and specific skills through on-the-job experience and training.

For the specified time period, HR will present the employee with an interim promotion form including interim job description.

Once the interim promotion employment contract has expired

- payroll will return the employee to his/her previous position and wage.
- employee supervisor / manager will complete a performance review of interim position

A new form must be completed with approvals for an extension to this interim promotion.

Employees are encouraged to advise their supervisors and/or managers if they are interested in an interim promotion. At this time, supervisors and/or managers will review any opportunities, along with the employees' training and skills and their behaviours to assess appropriate fit.

In the event there are no opportunities available, or the employee does not meet the requirements to receive an interim promotion, supervisors and/or managers will provide employees' coaching and constructive feedback to assist in their continued growth and development.

Example: Project A runs from March to June. An Acres foreman has acquired the specific skills and exhibited appropriate behaviors; and is eligible for an interim promotion. Since there is a need for a Superintendent on Project A, the employee has been given an interim promotion to Superintendent for the length of the project (4 months). At the end of the 4 months, the employee returns to their previous position and wage.

Approvals:

The President and Department Director must provide written approval for interim promotions to GF, Superintendents and all salary office positions or any non-standard arrangements. The Director, Corporate Services and Department Director must provide written approval for interim promotions to all other positions.

Interim promotions are not effective until appropriate approvals are complete (ie. no backdating)

Interim Promotion Form

This Interim Promotion is effective for the dates listed AFTER approvals are complete (ie. no backdating.

Employee Name: _____

Department: _____

Start Date: _____ End Date: _____

Present Position: _____ Present Rate: _____

Interim Position: _____ Interim Rate: _____

Once the interim promotion expires, payroll will return the employee to his/her previous position and wage. A new form must be completed with approvals for an extension to this interim promotion.

NOTES: _____

All other terms of Employment Agreement dated _____, _____ will be _____ and remain in full force and effect.

Agreement and Approval:

Employee Signature: _____

Date: _____

Department Director Signature: _____

Date: _____

Corporate Services Director Signature: _____

Date: _____

If promotion to GF, Superintendent, salary position or any non-standard arrangement:

President Signature: _____

Date: _____

Attachment: Interim Job Description