



FAQ - Filling a Temporary Staff Vacancy

Temporary positions (three months or less), do not require formal Vacancy Management approval. Approval to hire will require the approval of the VP/AVP via email prior to staffing.

The following steps are required to fill a temporary vacancy:

- The Hiring Manager shall submit a written request, via email, to staff the temporary position to their Dean/Director.
- If the Dean/Director approves, they will then forward the email to their Vice-President/Associate Vice-President requesting their approval.
- If the Vice-President/Associate Vice-President approves, they will confirm their approval via email.
- Once VP/AVP approval has been confirmed, the email must be sent to your Human Resources Consultant.

Please note:

- The position cannot exceed three months. If the position will continue beyond three months, it needs to go through the formal vacancy management approval process.
- Temporary positions do not need to be posted. If you have someone in mind for the opportunity, you can contact them following VP/AVP approval.
- If you do not have anyone in mind and need to post, please contact your Human Resources Consultant for assistance.

Please complete the following forms once you've hired your temporary employee:

- External candidates will complete a new Hourly Employment package. Please refer to the below link for all required documentation:

https://www.uwinnipeg.ca/hr/forms-revised/UWForms/Hourly%20AIE%20NHP_secure.pdf

- Internal candidates will complete an employment form for hourly paid employees. Please refer to the below link:

<https://www.uwinnipeg.ca/hr/forms-revised/UWForms/Employment%20Form%20-%20Hourly%20Employees%20-%20Revised%20APR17.pdf>