



FAQ - Filling a Temporary Staff Vacancy

Temporary positions (three months or less), do not require formal Vacancy Management approval. Approval to hire will come from the Hiring Manager via email to the appropriate HR Consultant.

The following steps are required to fill a temporary vacancy:

- It is the responsibility of the hiring manager (in conversation with their Dean/Director/Applicable VP) to ensure that they have the funds within their department budget to cover the cost of the temporary help.
- The Hiring Manager shall submit a written request, via email, to their HR Consultant. (HR no longer requires the written approval from the Dean/Director/Applicable VP)

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 directly.
- If you do not have anyone in mind and need to post, please contact your Human Resources Consultant for assistance, in the event the temporary position requires posting.

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>