

**Updated 27 Mar 2015**

**Appointment Letters for Temporary Support Staff**

Managers should contact their HR Consultant to discuss staffing options when they have temporary vacancies or other short-term assignments.

Temporary Appointments: Whenever an individual is hired for a period of over five (5) consecutive days (whether under or over 24hrs/week), an appointment letter is required. This includes situations where a Regular Part-Time employee is hired to cover a FT position in an Appendix D capacity.

Casual Pools: In situations where individual(s) hired into a pool to provide temporary casual part-time coverage on a “call in” basis, an appointment letter can be issued for up to a year at a time citing “up to 24 hrs” under # hours/wk without the need for a letter for each instance of work.

When a hiring decision has been made, the HR Consultant will make arrangements for the appropriate appointment letter to be issued. Timecards will still be required in most circumstances.

The HR Consultant will need the following information in order to process the appointment letter:

- Incumbent’s Name
- Position / Dept / Campus
- Manager
- Type of Position (Casual Part-time, Temporary, Part-Time, Appendix D, or Temporary Full-Time)
- Start Date
- End Date
- # hours / wk
- Pay Band / Pay Rate (discuss with HR Consultant)

If the individual has not previously worked at Fleming, a resume with address and contact information should also be sent to HR with the above information.