

**APPENDIX “G”**  
**GUIDELINES FOR HOLDING A BASE POSITION**

The Corporation recognizes that there is mutual benefit when qualified employees fill temporary assignments. Accordingly, the Corporation will hold an employee’s base position or provide a guarantee of ongoing employment (subject to the conditions set out in Section 4), at a level equivalent to their former base position, until the employee secures a permanent position.

**Holding a Base Position**

1. The Corporation will hold an employee’s base position when they are appointed or selected to a temporary opportunity of two years or less.
  - 1.1 A base position may not be held, on temporary assignments of 2 years or less, when there is mutual agreement between management and the employee. (Employees will be provided with an opportunity to consult with their union representative prior to making a decision)
2. Where an assignment (or assignments) results in the employee vacating his/her base position for more than 2 years, it will be management’s discretion as to whether to hold an employee’s base position. This may occur when:
  - The original temporary assignment is greater than two years;
  - there is a request for an extension of an original temporary assignment; or
  - there are consecutive temporary assignments in different areas.

**Divisional and Corporate Responsibilities**

3. When an employee’s base position is not held, the Division Managers of the sending and receiving Divisions will agree on who will be responsible for providing the employee with ongoing employment until the employee secures a permanent position. Agreement between the Divisions should be reached prior to the move taking place or extension being granted.
  - 3.1 If the Divisions are unable to provide ongoing employment at the conclusion of a temporary assignment they will provide HR (Human Resource Services Department) with information on placement efforts within the Divisions. HRS will use this information when providing Corporate assistance in obtaining ongoing employment for the employee.

## **Employee Rights & Responsibilities**

4. When an employee's base position is not being held according to 1.1 or 2, the following conditions will apply:
  - 4.1 The employee will not have Bumping or Displacement rights under their collective agreement.
  - 4.2 The employee is required to take all reasonable steps to secure ongoing employment by applying on all positions deemed comparable to his/her former base job by the Corporation.
  - 4.3 If the employee does not apply on comparable positions or turns down a job offer, the Corporation is no longer responsible for assisting the employee in securing ongoing employment.