

<b>Personnel and Employee Relations</b> <b>7273</b> <b>Term Appointments</b>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	August 14, 2024
	<b>References:</b>	Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

The Regina Catholic School Division (RCSD) may deem it necessary to designate a position as a term appointment. Term appointments may be utilized in the following situations:

1. The school division is implementing the position on a trial basis. This term will not exceed one (1) year.
2. The employee who fills a position is away for less than one (1) full year.
3. There was no internal interest or internal suitability for the position. This term will not exceed one (1) year.

### Application

1. Term appointments are utilized for positions assigned to specific tasks that can be completed within specified times. Length of term and specific job descriptions are provided when term positions are posted.
2. Term appointments may include school-based administrative positions.
3. Practices and procedures regarding term appointments shall not adversely affect the tenure or positions individuals within the school division.
4. Practices and procedures regarding term appointments shall not affect incumbents appointed without specified terms.