

VII-9.50 - POLICY ON TEMPORARY ASSIGNMENTS AND ACTING/INTERIM APPOINTMENTS FOR REGULAR STATUS NONEXEMPT AND EXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents, EFFECTIVE July 1, 1996. Please refer to the "replacement for" section of this policy.; Amended October 9, 2015)

I. PURPOSE AND APPLICABILITY

This policy establishes the authority of the institution's President or designee to temporarily assign duties to existing positions and to temporarily reassign staff to those positions. This policy applies to Regular Status Nonexempt and Exempt Staff employees.

II. TERMS AND DEFINITIONS

- A. Temporary assignment – the action of adding or replacing job duties to an employee's existing position on a temporary (or interim) basis.
- B. Acting/Interim Appointment – the action of appointing an employee to a different position on a temporary (or an interim) basis where there is a vacancy and/or operational need that is anticipated to exceed thirty (30) consecutive calendar days.

III. AUTHORITY OF THE PRESIDENT

- A. Based upon operational need or organizational necessity and consistent with the knowledge, skill, and ability of the employee, the President or designee may authorize:
 - 1. A temporary assignment
 - a. The President or designee may assign additional duties to an employee's current position on a temporary basis with no alteration in salary.
 - b. A temporary assignment of additional duties or replacement of duties is at the discretion of the supervisor and may not result in a change in title or compensation (or neither the title nor compensation may change for a nonexempt employee)
 - 2. An Acting or Interim Appointment
 - a. The President or designee may appoint an employee, on a temporary basis to an acting or interim position.

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- b. Employees appointed to an acting or interim position for more than 30 days will receive a salary adjustment consistent with the policy on promotional reclass.
 - c. The acting or interim appointment may result in a temporary title change and temporary compensation adjustment consistent with the policy on promotional reclassification.
- B. If and when practicable, the employee shall be provided with written notice of temporary assignment or Acting appointment at least five (5) work days prior to the effective date of such assignment/reassignment.

IV. DURATION OF TEMPORARY ASSIGNMENT AND ACTING APPOINTMENT

A. Nonexempt Staff Employees

Temporary assignments/acting appointments may be made for up to twelve (12) months. Additional extensions may be considered based on operational need of the institution.

B. Exempt Staff Employees

Temporary assignments/acting appointments should normally not exceed twelve (12) months. Exceptions may be granted only by the President or designee.

V. DETERMINATION OF SALARY FOR ACTING APPOINTMENTS

Determination of salary for acting appointments shall be in accordance with established procedures for promotional reclass (see BOR VII-9.20 Policy on Pay Administration for Regular Nonexempt Staff Employees and VI-9.11 Policy on Pay Administration for Exempt Positions).

VI. BENEFITS DURING ACTING OR INTERIM APPOINTMENT †

Employees serving in an acting or interim capacity shall receive benefits consistent with their regular full-time appointment.

VII. MISCELLANEOUS

- A. Position classification reviews may be conducted for all temporary assignments/acting appointments that last or are expected to last more than thirty (30) consecutive-calendar days.

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- B. Employees on temporary assignment/acting appointment shall not be subject to layoff based on temporary assignment/ acting appointment status. Such appointments are subject to the provisions of USM Board of Regents Policy VII - 1.30 – Policy on Layoff for Nonexempt Staff Employees .
- C. At the end of an acting or interim appointment, employees shall be returned to their former position with the same salary and status as they would have had if they had not been temporarily reassigned with the addition of any intervening salary adjustments which have occurred, including any increase that would have been made to the employees regular salary during the temporary assignment period.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.

Replacement for:

UM Personnel Policies and Rules for Associate Staff, Positions and Appointments, Paragraph E. Acting Appointment, pages 3, 4.