



## HUMAN RESOURCES POLICY

<b>SUBJECT:</b>	Compensation	<b>TITLE:</b>	Acting Appointments		
<b>CATEGORY: Check One</b>	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Human Resources		<b>Responsible Office:</b>	Compensation Services	
<b>CODING:</b>	30-01-30-05:00	<b>ADOPTED:</b>	07/01/90	<b>AMENDED:</b>	2/04/2010
					<b>LAST REVIEWED:</b> 2/04/2010

### I. PURPOSE

To set policy and procedures for the administration and compensation of acting appointments.

### II. ACCOUNTABILITY

The Vice President for Human Resources shall ensure compliance with this policy. The Director of Compensation and Benefits Services shall implement this policy.

### III. APPLICABILITY

This policy applies to staff employees only (non-faculty).

### IV. DEFINITION:

Acting Appointment - The appointment of a staff employee to another position on a temporary basis due to the business needs of the school or operating unit.

### V. POLICY

Prior to the beginning of an acting appointment, the school or operating unit shall submit a request and consult with Human Resources Compensation Services to ensure the following:

1. The appointment must cover a period of at least thirty (30) days.
2. An acting position is not posted. However, in the case of a vacancy, the regular position shall be posted at the same time the acting appointment occurs.
3. The acting appointment must integrate the assignment of duties and responsibilities corresponding to the job description of the vacancy it covers and must be assumed on a full-time basis.

4. In some departments, individuals may take on additional assignments and responsibilities at a higher level while maintaining their current job for a limited duration and this also can be treated as an acting appointment.
5. For acting appointments that do not cover an established position, at a minimum, a list of duties and responsibilities must be submitted to Compensation Services for review
6. In all cases, the appointee must possess the requirements as stipulated in the job description or list of duties and responsibilities of the acting title. The appointee's background will be reviewed by Compensation Services to ensure that such employee satisfies the minimum requirements.
7. Where a staff employee fails to meet the minimum requirements for an acting appointment, but is performing duties associated with the position, an appropriate acting classification and level of pay, if warranted, will be determined.
8. For acting appointments, the normal promotional salary adjustment policy will apply.
9. For non-managerial positions, an acting appointment shall not exceed a one (1) year time period. Any request for extension beyond one (1) year must be submitted to Compensation Services prior to expiration, and must be accompanied by a justification for the extension.
10. All positions currently occupied by an acting appointment will be filled through the normal job bidding process.
11. Experience acquired during an acting appointment shall not be considered if the appointee applies for such position.

By Direction of the President:

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Vice President for Human Resources