

Augusta University

Policy Library

Interim and Acting Appointments Policy

Policy Owner: Talent Acquisition and Development

POLICY STATEMENT

Augusta University may assign additional duties to its existing employees on a temporary basis and make interim and acting appointments when circumstances warrant such appointments. Under this policy, an employee assuming additional duties or an interim or acting appointment may be eligible for a temporary salary increase during the period of the additional assignment or appointment. Temporary increases to salary are not automatic; rather they will depend on the individual circumstances and may be made at the discretion of management in consultation with Human Resources, subject to the availability of funding.

This policy establishes the authority for Augusta University to assign additional duties to its employees on a temporary basis and to make interim and acting appointments when circumstances warrant such appointments. This policy ensures consistency in organizational and compensation practices among departments of the University while affording the appropriate level of flexibility needed by the University leadership.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **Acting Title:** An “acting” title is used when an administration is absent or reassigned for a short period of time (usually three months or less). The absent administrator retains the responsibility of his/her position but delegates the authority to the “acting” administrator.
- **Interim Title:** An “interim” title is used when an administrator resigns and a replacement is sought or if an administrator is absent for a longer period of time (usually exceeding three months). The “interim” administrator has both the authority and responsibility of the office.

PROCESS & PROCEDURES

Additional assignments, or interim or acting appointments as described in this policy shall normally be for no less than one month but not more than twelve months and shall occur when the responsibilities being undertaken by the employee are those of another position that is vacant or because of temporary sufficient change in the duties and responsibilities of a filled position.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 529

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 09/13/2016

Last Review: 06/13/2017

Individuals at the management level of Director and Department Chair/Administrator and higher shall have the authority to assign additional duties or make interim or acting appointments.

A temporary pay increase may be made when a significant change in duties and responsibilities occurs through additional assignments, or when interim and acting appointments are made. Such increases

Process:

1. Director or Department Chair/Administrator identifies vacancy that will necessitate redistribution of work or an interim or acting appointment.
2. Director or Department Chair/Administrator identifies existing employee who can assume additional duties or interim or acting appointment.
3. Director or Department Chair/Administrator submits request to Human Resources to name employee into interim or acting appointment, or additional duties.
 1. If the Director or Department Chair/Administrator believes that a temporary adjustment to salary is reasonable, he/she shall also include such a recommendation in the request to Human Resources.
4. Human Resources reviews the request for the additional interim or acting assignment and makes a determination.
5. Human Resources responds to the requestor.
6. If approved, the department submits an ePAR to effect the change(s), including the temporary increase to salary if a salary increase was also requested and approved.
7. At the conclusion of the temporary assignment, the department submits an ePAR to remove the assignment and any adjustment to salary.

REFERENCES & SUPPORTING DOCUMENTS

- USG Human Resources Administrative Practice Manual: Interim and Acting Assignments
- USG Policy Manual: Compensation, Section 8.3.12

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017