

## **Interim and Acting Appointments Policy**

Adopted by President's Cabinet 4/25/17

**Policy Statement** - East Georgia State College 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, subject to the discretion of management and the availability of funding. This policy ensures consistency in organizational and compensation practices among units of the college while affording the appropriate level of flexibility needed by the college leadership.

### **Definitions**

**Acting Title** - An "acting" title is used if an administrator 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" person.

**Interim Title** – An "interim" title is used if the 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" person has both the authority and responsibility of the office.

### **Process and 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.

Requests to assign additional duties or make interim or acting appointments must originate from a Dean or Vice President. Upon identification of a vacancy that will necessitate redistribution of work or an interim or acting appointment, the Dean or Vice President must request approval from the President to assign additional duties or make interim or acting appointments. The request must (1) identify the existing employee that can assume additional duties, interim or acting appointment; and (2) state whether a temporary salary adjustment is requested. 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 may be made only if funding is available and should be consistent with the additional responsibilities assigned and with institutional salary guidelines, and should be approved by the Director of Human Resources. Temporary increases due to an additional assignment, interim or acting appointment shall be removed at the conclusion of the temporary assignment and the affected employee's pay returned to the prior level.

### **Recruitment Strategy for Vacant Staff Positions Held by Interim or Acting Employee**

Prior to the conclusion of the interim or acting appointment, the Dean or Vice President must evaluate the most effective recruitment strategy to fill the position. Vacant staff positions may be filled through external search, internal search or by direct appointment of the President. The selection of the appropriate search type for the position vacancy will be made by the Director of Human Resources in consultation with the Dean or Vice President in compliance with the college's recruitment and hiring process.

Promoting from within the college through direct appointment or internal advertising is considered an attractive retention and morale building tool and should be considered when a position becomes vacant. Direct appointments must be justified and equitable, placing a qualified individual in the position at a salary within the college's salary administration guidelines for that position. An interim appointment may be converted to a direct appointment by the President without a search.