



Policy Name: POLICY ON TEMPORARY ASSIGNMENTS AND ACTING/INTERIM APPOINTMENTS		
Policy #: TBD	Former Number: N/A	Section Title: HR
Approval Authority: Board of Regents	Approved by BOR: Date August 7, 2018	Review Date: N/A
Responsible Executive: VP, Finance and Management	Revised: N/A	
Responsible Office: Office of Finance and Management	Contact: Sidney Evans, VP Finance and Management	

Policy Name: Policy on Temporary Assignments and Acting/Interim Appointments

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Section Title: HR – Human Resources

Approval Authority: Board of Regents

Responsible Executive: Vice President, Office Finance and Management

Responsible Office: Office of Vice President, Finance and Management

Adopted: August 7, 2018

Review Date: TBD

Revised: N/A

Contact: Director of Human Resources

1. Policy Statement

This policy establishes the authority of the President or designee to assign short-term, non-permanent duties to Regular Status Exempt Executive and Professional Administrative Staff employees to serve in a temporary or acting/interim basis as defined below.

2. Rationale for Policy

To establish guidelines for the consistent administration of pay for employees assigned to acting or interim positions.

3. Applicability

This policy applies to all Morgan State University Regular Exempt Executive and Professional Staff employees.

4. Definitions

A. Temporary Assignment – the action of adding or replacing job duties to an employee’s existing position on a short-term or non-permanent basis for less than thirty (30) calendar days.



- B. Acting/Interim Appointment – the action of appointing an employee to a different position on a short-term or non-permanent basis where there is a vacancy and/or operational need that is anticipated to last thirty (30) consecutive calendar days and no more than one (1) calendar year. In extraordinary circumstances, the President may authorize a longer acting/interim period, not to exceed 1 ½ calendar years (18 months). Examples of extraordinary circumstances shall include, but not be limited to: Extension of time to complete a search to fill the position, extension of time needed to return the permanent employee filling the position to the position (e.g., due to illness or extended medical leave).

5. The Policy

PURPOSE AND SCOPE

- A. Based on a short-term or non-permanent operational need or organizational necessity and consistent with the knowledge, skill, and ability of the employee, the President or designee may authorize a short-term or non-permanent assignment or reassignment of a regular, exempt professional administrative staff employee:
 - 1. A Temporary Assignment
 - a. The President or designee may assign additional duties to an employee's current position on a temporary basis (less than 30 calendar days) with no alteration in salary.
 - b. A Temporary assignment of additional duties or replacement of duties is at the discretion and recommendation of the immediate supervisor (of the employee being considered for temporarily assignment) and may not result in a change in title or compensation. The immediate supervisor shall forward the recommendation to their supervisor and that recommendation shall be approved by successive supervisors until it reaches the divisional Vice President, who shall submit the recommendation to the President (or designee) for review and approval. The President's review is required for vice president's positions and positions which report directly to the President. Otherwise, the President may identify a designee to review and approve the recommendation.
 - c. Full and part-time employees fulfilling a Temporary Assignment shall receive benefits consistent with their percentage of employment.
 - 2. An Acting/Interim Appointment
 - a. The President or designee may appoint an employee, on a non-permanent basis to an acting/interim position.
 - b. The employee appointed to the acting/interim position must be able to perform the job duties and meet the minimum requirements and be eligible for consideration as a candidate for the position.
 - c. The acting/interim appointment may result in a temporary title change and temporary compensation adjustment.
 - d. The base salary increase for an acting/interim appointment is capped at 15%. When the employee is not taking on the full scope of work for the vacant position, a percentage lower than 15% may be applied. Increases above 15% must be approved by the President or designee. The base salary increase shall be effective for the period in which the staff member serves in the acting/interim capacity.
 - e. Full and part-time employees serving in an acting/interim capacity shall receive benefits consistent with their percentage of employment.



- f. At the end of an acting/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 served in an acting/interim capacity with the addition of any intervening salary adjustments which have occurred (e.g. merit or cost of living adjustments), including any increase that would have been made to the employees regular salary during the acting/interim assignment period.
- B. The employee given Temporary Assignment or appointed to an Acting/Interim position shall be provided with written notice of the temporary assignment or acting/interim appointment at least five (5) working days prior to the effective date of the assignment.