Interim and Acting Assignments Process

The University System of Georgia recognizes the need to assign additional responsibilities of a higher level position to an employee on a temporary basis and to make interim and acting appointments. Temporary salary adjustments may be warranted when additional responsibilities are assigned on an interim or acting basis, or when an interim or acting appointment is made. These adjustments are subject to budgetary authorization and funding limitations as well as human resources review to ensure a temporary increase is warranted. Columbus State University’s internal process is aligned with the policy as outlined in the Board of Regents Human Resources Administrative Practice Manual.

https://www.usg.edu/hr/manual/interim_and_acting_assignments

Overview

Reassignments as described in this policy shall normally be for no less than one month and no more than twelve months and shall only 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. A temporary pay increase may be made when a significant change in duties and responsibilities occurs. Such pay increases may only be made if funding is available. The pay increase should be consistent with additional responsibilities assigned and with institutional salary guidelines; and should be approved by the Chief Human Resources Officer or designee. The pay increase should generally be at least the minimum of the salary range for the position for which the interim or acting appointment is made. The former rate of pay will be re-assigned when the interim or acting assignment is completed.

There shall be no requirement to post a position under this policy either internally or externally.

Process/Procedures

☐ **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 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’ person has both the authority and responsibility of the office.

The hiring manager will submit the Faculty/Staff Employment Requisition Form to the Director of Human Resources. The job description, justification, and source of temporary pay increase (if applicable) must be completed/attached before sending for approval by the appropriate individuals.