

UMCES Policy VII-9.5 0

UMCES Policies

VII.9.50-UMCES Policy on Temporary Assignments and Acting Appointments for Non-Exempt Employees

I. Purpose and Applicability

This policy establishes the authority of the UMCES President or designee to temporarily assign duties to existing positions and to temporarily reassign nonexempt staff to positions.

II. Terms and Definitions

Temporary assignment is used when adding or replacing job duties to an employee's existing position on a temporary basis. A temporary assignment of additional duties or removal of duties is at the discretion of the supervisor and may not result in a change in title or compensation.

Acting Appointment is used when an employee is appointed to a different position on a temporary basis where there is a vacancy that is anticipated to exceed thirty (30) consecutive calendar days. This appointment may result in a temporary title change and salary adjustment consistent with the policy on re-classes promotion.

III. Authority of President of UMCES

A. Based upon operational need or organizational necessity and consistent with the knowledge, skill, and ability of the employee, the President or designee may:

1. Assign additional duties to an employee's current position on a temporary basis with no alteration in salary.
2. Appoint an employee, on a temporary basis to an acting or interim position. Employees appointed for, or actually serving, more than 30 days will receive a salary adjustment consistent with the policy on re-class promotion. Upon conclusion of the acting appointment, the employee will return to the last regular salary received prior to the acting appointment, with the addition of any intervening salary adjustments which have occurred.

B. If and when practicable, the employee shall be provided with written notice of assignment/reassignment at least five (5) work days prior to the effective date of such assignment/reassignment.

IV. Duration of Temporary Assignment and Acting Appointment

A. Temporary assignments/acting appointments may be made for up to twelve (12) months. Additional extensions may be considered based on operational need of the institution.

B. Determination of salary for acting appointments shall be in accordance with established procedures for re-class promotion.

V. Benefits During Acting Appointment

Employees serving in an acting or interim capacity shall receive benefits consistent with their regular full-time appointment.

VI. Miscellaneous

A. Job class reviews may be conducted for all temporary assignments/acting appointments that last or are expected to last more than thirty (30) consecutive calendar days.

B. Employees on temporary assignment/acting appointment shall not be subject to layoff based on temporary assignment acting appointment status. Such appointments are subject to the provisions of USM Board of Regents Policy VII - 1.30 - Policy on Layoff for Unclassified and Classified Personnel.

C. At the end of an acting appointment employees shall be returned to their former position with the same salary and status as they would have had if they had not been temporarily reassigned.

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