

## Interim Assignment Guidelines - Staff

**Effective: 01-September-2020**

**What is an Interim Assignment** An interim assignment is a temporary position an active employee is assigned to when a position becomes vacant or whose incumbent is on leave. A new base salary will be offered to the employee while assuming this temporary role, provided it does not exceed the previous incumbent's base salary. Interim assignments are adjustments to an employee's base salary and are not considered additional compensation.

### Definitions

Incumbent – the inactive employee who vacated the vacant position

Appointee – the active employee temporarily appointed to fill the vacant position

### Eligibility

- Exempt employee classifications only for Director, Associate Dean, Department Head, equivalent role or higher
- The active employee must assume a substantial portion, if not all, of the duties of the interim assignment.

**Additional Consideration for Interim Assignments** An employee being considered for an interim assignment must meet minimum qualifications of interim role, as defined by the position description; in addition to the following requirements.

- The employee is asked to temporarily assume the duties of the same or higher graded position that has become vacant or whose incumbent is on leave.
- The employee will receive a formal assignment letter outlining role responsibilities, compensation and end-of-assignment instructions.
- The new duties to be performed are clearly differentiated from the duties normally performed by the employee.

**Duration of an Interim Assignment** All interim positions are considered temporary in nature and will be established with the appropriate expiry date.

- The minimum interim term is three (3) months and not to exceed one (1) year.
- The initial interim assignment request may not **exceed 6 months**. The interim assignment may be extended for a one-time extension not to exceed six (6) additional months. At that time, a plan to fill the position must be provided in order to receive an extension approval. Interim assignments cannot exceed **one (1) year** or twelve months maximum, regardless of fiscal year.
- If the duration of the assignment will cross fiscal years, the assignment must end on August 31 and a new ePAR, effective September 1, will need to be submitted to continue the assignment to the already approved end-date (not to exceed the initially approved 6 months).

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**Requesting an Interim Assignment (Managers)** All interim assignment requests must be submitted within two (2) weeks of the incumbent's vacancy or separation from the university and in advance of any written communication with the employee and before any work is performed. Failure to submit requests as required, could invalidate the payroll effective date, and is subject to change. Retroactive dates are not permitted.

Extensions and exceptions will be handled on a case by case basis and will require a review and additional approval. Human Resources will conduct an annual review of all interim positions each fiscal year.

**Interim Assignment Compensation** Active employees accepting an interim assignment will receive a new base salary. This is not considered additional compensation. Once the interim assignment has been approved, the new base salary will be based on the vacated position at ninety percent (90%) of the current market value, which will be provided by compensation.

### Approval Process

1. The department will complete the [Interim Assignment Request Form](#) and email to [Compensation@uhcl.edu](mailto:Compensation@uhcl.edu). The Interim salary will be determined by Compensation who will email the confirmed 'interim salary' back to the Hiring Manager and Business Administrator.
2. The department will obtain all required approvals on the request form and initiate an ePRF and ePAR (Job Edit); uploading the approved request form and the confirmed 'Interim Salary' email from Compensation to the ePAR. Note: Action Type: Job Change; Action Reason: Interim Assignment. See [PeopleSoft Procedures](#).
3. The ePRF and ePAR will proceed through to HR and execute on final approval from Compensation.
4. Compensation will generate the formal assignment letter.
5. The department will communicate the approval to the employee and the formal interim assignment letter will become a part of the personnel file.

Link to the [Interim Assignment Request Form](#)

Link to the [PeopleSoft Procedures](#)