



When a staff member is appointed to a position in an Interim role:

1. The staff member will be placed in the position that they are assuming on an interim basis and the job code will be effective dated and changed to read “Interim...”
 - a. The College/Division Business Administrator will process an ePRF to “Update Existing Job Code” to include “Interim” in the title of the position the employee is assuming on an interim basis.
 - b. Action Type: Position Change; Reason: Reclassification
 - c. An ePAR will be needed to place this employee into the position number of the employee that is leaving/retiring and will include the negotiated interim salary. There should also be an offer letter on file confirming the details of the appointment.
 - d. In the case where the individual that is leaving/retiring chooses to receive a vacation pay out rather than lump sum payment, an ePRF will be needed to create a new position number for this individual in order to complete the vacation pay out.
 - e. If other cases arise that require special instruction/exception, HR and Budget will work directly with the College/Division Business Administrator for the best resolution.
2. Position must be base funded.
3. The base funding should remain as it was prior to becoming interim in order for appropriate funding to be available when someone is hired on a permanent basis.
4. Base funding can be greater than or equal to the job amount for Interim assignments only.
5. The individual’s original position will remain vacant and the individual will return to original position at the conclusion of the interim assignment.