UNIVERSITY HOSPITAL
Newark, New Jersey

ACTING APPOINTMENTS AND INTERIM APPOINTMENTS **August 19, 2020**

Policy Title:	Acting Appointments and Interim Appointments
Department/Manual:	Human Resources
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Approved By:	Gerard Garcia, Chief Human Resources Officer
Final Approval:	Gerard Garcia, Chief Human Resources Officer
Attachments:	None

I. PURPOSE

To set policy and procedures for the administration and compensation of acting appointments and interim appointments.

II. SCOPE

This policy applies to staff employees.

III. DEFINITIONS

Acting Appointment - The appointment of a staff employee to another position, on a temporary basis, due to the absence of an incumbent (e.g., while a manager is on leave of absence).

Interim Appointment - The temporary appointment of a staff employee to another position for which no regular incumbent exists (e.g., vacant position or position which has not previously existed), due to the business needs of the department.

IV. POLICY

Prior to the beginning of an acting or interim appointment, the department shall submit a request and consult with Human Resources Compensation to ensure the following:

1. The appointment must cover a period of at least thirty (30) days. Acting and Interim positions are not posted.

2. Acting and Interim appointments must integrate the duties and responsibilities corresponding to the job description of the position covered and must be assumed on a full-time basis.

3. In some departments, individuals may take on additional assignments and responsibilities at a higher level while maintaining their current job for a limited duration. Such situations may be treated as interim appointments.

4. For interim appointments that do not cover an established position, at a minimum, a list of duties and responsibilities must be submitted to Compensation for review

5. For both acting and interim appointments the appointee must possess the minimum requirements as stipulated in the job description or list of duties and responsibilities of the appointed title. The appointee's background will be reviewed by Compensation to ensure that such employee satisfies the minimum requirements.

6. Where a staff employee fails to meet the minimum requirements for an acting or interim appointment, but is performing duties associated with the position, an appropriate acting or interim classification and level of pay, if warranted, will be determined.

7. For acting and interim appointments, the normal promotional salary adjustment policy will apply.

8. For non-managerial positions, an acting or interim appointment shall not exceed a one (1) year time period. Any request for extension beyond one (1) year must be submitted to Compensation prior to expiration, and must be accompanied by a justification for the extension.

9. All positions currently occupied by an interim appointment will be filled through the normal job bidding process.

V. RESPONSIBILITIES

The Chief Human Resources Officer shall ensure compliance with this policy. The Compensation Office shall implement this policy.