
Temporary Pay Increases & Interim/Acting Appointments

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Scope

This policy shall be applicable to all regular full-time and part-time Administrative, Managerial/Professional, and Office/Service positions. The policy complies with and supplements the University of Nebraska System Executive Memorandum No. 19 – Policy on Temporary Responsibility Compensation.

Policy Statement

Whenever an employee is asked and/or is required to (a) assume significant additional responsibilities because of the departure or extended absence of another employee or (b) is placed on a special project/assignment that requires a significant adjustment in the individual's job responsibilities, the immediate supervisor should conduct a review to determine if a temporary appointment or pay increase is warranted. Compensation over and above an employee's base salary for a given appointment or contract period is not allowed for performance of regular duties. Pursuant to the guidelines and procedures herein, the employee shall be fairly compensated for such additional work.

Reason for Policy

This policy is adopted to create campuswide consistency and equity for individuals assuming interim and temporary appointments while complying with University system directives.

Procedures

Detailed documentation and explanation regarding the procedures for temporary pay increases and interim/acting appointments can be found in the linked documents under the “Forms” section below.

Temporary Pay Increases

Pursuant to NU Values Compensation Guidelines Section 8 and the University of Nebraska System Executive Memorandum No. 19 – Policy on Temporary Responsibility Compensation, a temporary increase in pay may be appropriate when there is a temporary increase in an employee’s job responsibilities. Employees may be requested to perform tasks that are outside the scope of regular duties, generally at a higher level, for which compensation in excess of base salary may be paid as a temporary increase in pay.

Temporary pay may be paid to an employee when all the following requirements are met:

1. No other qualified person is available to perform the work as part of a full or normal workload.
2. The work is done in addition to a full workload and cannot be done as part of a full or normal workload.
3. The additional work will not significantly interfere with the performance of regularly assigned work duties.
4. The individual and the immediate supervisor for the temporary responsibilities are required to certify that the work must be done. The individual’s supervisor for their regular position will, through the annual performance review process, certify that the regular assigned duties are not significantly affected.
5. Total temporary pay will not exceed the greater of twenty percent (20%) of the base salary or \$15,000 during the appointment or contract period.
6. The temporary responsibilities must be approved in advance by the appropriate campus supervision, including but not limited to the individual’s supervisor, dean/director, and vice chancellor or vice president.
7. The temporary increase should not extend beyond twelve (12) months. Any temporary responsibilities seeking to go beyond twelve (12) months must be reapproved by the appropriate campus supervision, including but not limited to the individual’s supervisor, dean/director, and vice chancellor or vice president. No temporary responsibilities are allowed to be continued longer than two (2) consecutive years.

Temporary increases may not be given for performance-based compensation. Temporary increases may be suspended or discontinued for extended leave under current NU leave policies. Rate change and rationale for the temporary increase must be documented in writing using a personnel action form (PAF) for nonexempt employees or a recurring payment form for exempt employees.

Interim or Acting Appointments

In the event an administrative position is vacant as a result of separation, resignation, incapacitation, extended leave of absence, assumption of other temporary responsibilities, or otherwise individual is unable to perform their duties, an Interim or Acting appointment may be made. The interim or acting appointment will use the vacant position number to assign the additional pay.

The expected timeline for the interim/acting appointment should be clear. An interim/acting appointment will not extend beyond twelve (12) months. If a longer term is needed, review and approval by the appropriate campus supervision is required for an extension.

Compensation for an interim/acting appointment should be determined by evaluating the individual's current salary and the salary of the position to be assumed. The temporary adjustment should reflect the level and scope of the responsibilities assumed but is not required to equal the actual salary of the former incumbent. Rationale for the specific increases must be documented in writing using a personnel action form (PAF) for nonexempt employees or a recurring payment form for exempt employees.

When an individual assumes an interim/acting appointment, adjustments should be made to that individual's existing job responsibilities so that he/she has the capacity to perform the expected responsibilities. This may require adjustments (either acting appointments or temporary duty pay increases) for additional employees. The impact of the interim/acting appointment on others' workload must be evaluated and documented.

Review/Approval

All temporary pay increases and interim/acting appointments are recommended, with the appropriate documentation, by the appropriate campus supervision, including but not limited to the individual's supervisor, dean/director, and vice chancellor or vice president to the chancellor for review and approval. For certain administrative positions, presidential and Board of Regents approval are required.

Retroactivity

In accordance with Article III-19 of the Nebraska State Constitution, extra compensation after services have been rendered is not permitted. As such, the assignment of temporary duties and/or extra compensation retroactively is prohibited.

Definitions

Interim Appointments: An appointment of an individual in a vacant position where the person formerly in the position will not be returning to that title. Such an appointment may not extend beyond twelve (12) months unless reviewed and approved.

Acting Appointments: Appointment of an individual into a vacant position when the individual formally in that position is expected to return to the position. Such an appointment may not extend beyond twelve (12) months unless reviewed and approved.

Forms

[DocuSign Job Aid for Temporary Compensation](#)

[PowerPoint – EM 19 Revised Jan 2024](#)

[FAQ EM19 & Temporary Compensation](#)

[Procedure Temporary Compensation & Interim Appts](#)

[Grid showing Process for EM 19 and UNO Temp Comp Policy in both HR and OAA](#)

[Personnel Action Form \(hourly nonexempt\)](#)

[Recurring Payment Form \(salaried exempt\)](#)

Related Information

This policy is designed to align with [NU Values Compensation Guidelines, Section 8](#), found on the UNO Human Resources Compensation webpage and with the [University of Nebraska System Executive Memorandum No. 19 – Policy on Temporary Responsibility Compensation](#).

History

New policy approved by the Senior Executive Leadership Team on July 26, 2022. This draft is a proposed revision of that policy and is being developed to comply with the recently updated Executive Memorandum No. 19. (You may find UNO's current policy [here](#)).

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