



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

Policy Statement

Whenever an employee is asked and/or is required to (a) assume significant additional responsibilities because of the departure of another employee or (b) is placed on a special project/assignment that requires 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. 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 campus-wide consistency and equity for individuals assuming interim and temporary appointments.

Procedures

Temporary Pay Increases:

Pursuant to NU Values Compensation Guidelines Section 8, 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 increases may not be given for performance-based compensation. The temporary increase will not extend beyond twelve (12) months. 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 utilizing 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 supervisor is required for an extension.

Compensation for an interim/acting appointment should be determined by evaluating the individual's current salary and 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 utilizing 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 vice chancellor to the chancellor for review and approval. For certain administrative positions, presidential and Board of Regents approval are required.

Definitions

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

Forms

[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.

History

Draft policy 05.16.2022