



**Policy and Procedure on Temporary Assignments and Acting Appointments for Exempt and Nonexempt Employees**

*(Approved by the President on January 18, 2005)*

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**I. PURPOSE & APPLICABILITY**

This procedure establishes the President's designee for purposes of BOR VII - 9.50 Policy on Temporary Assignments and Acting Capacity for Nonexempt Employees and extends the details of the policy to Exempt Employees.

**II. BACKGROUND**

BOR VII - 9.50 Policy on Temporary Assignments and Acting Capacity for Nonexempt Employees applies only to Nonexempt employees. Since there is no equivalent policy covering Exempt employees UMBI extends the provisions of that policy to cover Exempt employees under the same circumstances.

**III. DEFINITIONS**

- A. Chief Executive Officer - the President of UMBI.
- B. Unit Head - a Center Director, Vice President, or the President.

**IV. PROCEDURE**

- A. A Supervisor or Unit Head who wishes to temporarily appoint an employee to an acting position shall complete the UMBI Acting Capacity Form and submit it to the UMBI Assistant Vice President for Human resources.
- B. On the form, the Unit Head shall certify:
  - 1. that the employee meets the minimum qualifications of the position to which she/he is being appointed;
  - 2. whether the appointment is expected to last at least 30 days;
  - 3. whether the appointment involves a change in workplace location.
  - 4. whether the appointee will receive a temporary salary increase.
- C. The Assistant Vice President for Human Resources shall review the request for Acting Capacity and return a written decision to the Unit head along with a draft letter that is to be given to the employee.
- D. An extension of Acting Capacity beyond 12 months will require the approval of the President.
- E. A Supervisor or Unit head who wishes to temporarily add or replace job duties of an employee shall so notify the employee in writing.
- F. Where practicable, the employee shall be notified in writing at least 5 workdays prior to the effective date of temporary assignment or acting capacity.

**APPROVED:** Jennie C. Hunter-Cevera