



RUTGERS POLICY

Section: 60.9.35

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Acting Appointments and Interim Appointments

Formerly Book: 30-01-30-05:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 2/20/2012; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for Policy**
To provide guidelines to assist legacy UMDNJ departments.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.35 ACTING INTERIM APPOINTMENTS

I. DEFINITION:

- A. 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).
- B. 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 school or operating unit.

II. POLICY:

Prior to the beginning of an acting or interim appointment, the Legacy UMDNJ school or unit shall submit a request and consult with University Human Resources to ensure the following:

1. The appointment must cover a period of at least thirty (30) days.
2. Acting and Interim positions are not posted.
3. 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.
4. 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.
5. For interim appointments that do not cover an established position, at a minimum, a list of duties and responsibilities must be submitted to University Human Resources for review.
6. 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 University Human Resources to ensure that such employee satisfies the minimum requirements.
7. 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.
8. For acting and interim appointments, the normal promotional salary adjustment policy will apply.
9. 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 University Human Resources prior to expiration, and must be accompanied by a justification for the extension.
10. All positions currently occupied by an interim appointment will be filled through the normal job bidding process.
11. Experience acquired during an interim appointment shall not be considered if the appointee applies for such position.