



RUTGERS POLICY

Section: 60.4.7

Section Title: Managerial, Professional, Supervisory, Confidential and Administrative Staff

Policy Name: Acting Appointment – Administrative and Managerial, Professional, Supervisory, and Confidential (MPSC) Staff

Formerly Book: 3.5.7

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 8/1986

Revisions: 12/1991; 12/17/2004; 3/21/2005; 8/3/2006 (Updated titles); 4/2008, 9/9/2013 (Updated title and Section 3)

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

1. **Policy Statement**

The policy outlines the procedure to be followed when appointing an employee to an Administrative or a Managerial, Professional, Supervisory, and Confidential (MPSC) position on an interim basis.

2. **Reason for the Policy**

To provide guidelines to assist departments when assigning higher-level duties on an interim or acting basis.

3. **Who Should Read This Policy**

This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. **Related Documents**

Personnel Data Record (PDR)
Acting Appointment Form

5. **Contacts**

University Human Resources: 848-932-3020

6. **The Policy**

60.4.7 ACTING APPOINTMENT – ADMINISTRATIVE AND MANAGERIAL, PROFESSIONAL, SUPERVISORY, AND CONFIDENTIAL (MPSC) STAFF

An acting appointment to an Administrative or a Managerial, Professional, Supervisory, and Confidential (MPSC) position at a higher grade may sometimes be made under circumstances such as the following:

- a. The position is vacant and it is determined to assign all or a preponderance of the position's responsibilities to one individual on an interim basis;
- b. There is no vacant position, but due to unusual circumstances, an individual is temporarily assigned to assume a higher level role than his or her regular position (for example, when a department temporarily reorganizes or when a department's responsibilities change temporarily and one or more individuals are assigned to higher level roles).

The department may grant additional compensation when an employee is assigned such an interim role for a period of time in which the employee is able to fully perform at the higher level and is held accountable for the satisfactory performance of the assignment.

A. The process to effect an acting appointment is as follows:

1. An Acting Appointment Form (<http://uhr.rutgers.edu/policies-resources/forms>) must be completed by the appropriate department/division head. In those cases where the acting appointment is not a one-for-one replacement for a vacant position, the department/division head must attach to the Acting Appointment Form a written request outlining in a clear and concise manner the name of each acting appointee and the additional duties to be performed. If such duties are evaluated by University Human Resources (UHR) as higher than the individual's current grade, the amount of acting compensation is awarded in accordance with B.3. below.
2. The submitted Acting Appointment application will be submitted to University Human Resources for approval. If appropriate, University Human Resources will upload the form into Human Capital Management.

B. The amount of acting compensation is calculated as follows:

1. The increase for an eligible employee is determined by temporarily adjusting the appointee's salary from 5% up to a maximum of 15% at the discretion of the department/division head.
2. In those few cases where the vacant position or assigned role is significantly higher than the employee's current grade, consideration may be given to awarding compensation in excess of the above parameters. The department/division head requesting such an exception should attach to the Acting Appointment Form an explanation of this request and forward to the Associate Vice President for University Human Resources or his or her designee.
3. Such adjustment may, if necessary, exceed the maximum of the employee's grade.
4. An acting salary may not exceed the salary that the individual would receive if promoted to the vacant position.
5. Promotions or other actions effective during the acting period will be based on the salary the employee would have held if the acting assignment had not occurred.

C. The acting appointment should not exceed six months. If it becomes necessary to extend the appointment beyond six months, a written request with a brief explanation signed by the department/division head should be submitted to UHR.

- D. The department/division head should submit written notification to UHR to terminate an acting appointment. UHR will process a PDR to terminate the acting appointment and revert the employee to his or her appropriate salary.