

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
CLASSIFICATION, COMPENSATION, AND PAYROLL: INTERIM AND ACTING ASSIGNMENTS



UNIVERSITY SYSTEM  
OF GEORGIA

# Interim and Acting Assignments

## CITATION REFERENCE

|                           |  |
|---------------------------|--|
| <b>OFFICIAL TITLE</b>     | POLICY ON INTERIM AND ACTING ASSIGNMENTS |
| <b>VOLUME</b>             | HUMAN RESOURCES                          |
| <b>RESPONSIBLE OFFICE</b> | USG HUMAN RESOURCES OFFICE               |
| <b>ORIGINALLY ISSUED</b>  | APRIL 2009                               |
| <b>REVISED</b>            |  |

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

## Policy Statement

The University System of Georgia recognizes the need to assign additional responsibilities of a higher level position to an employee on a temporary basis and to make interim and acting appointments. Temporary salary adjustments may be warranted when additional responsibilities are assigned on an interim or acting basis, or when an interim or acting appointment is made. These adjustments are subject to budgetary authorization and funding limitations as well as human resources review to ensure a temporary increase is warranted.

This policy ensures consistency in organizational and compensation practices among institutions of the University System while affording the appropriate level of flexibility needed at the institutional level.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources staff within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

**HUMAN RESOURCES ADMINISTRATIVE MANUAL**  
**CLASSIFICATION, COMPENSATION, AND PAYROLL: INTERIM AND ACTING ASSIGNMENTS**

- **Acting Title:** An 'acting' title is used if an administrator is absent or reassigned for a short period of time (usually three months or less). The absent administrator retains the responsibility of their position but delegates the authority to the 'acting' person.
- **Interim Title:** An 'interim' title is used if an administrator resigns and a replacement is sought or if an administrator is absent for a longer period of time (usually exceeding three months). The 'interim' person has both the authority and responsibility of the office.

### Process and Procedures

Reassignments as described in this policy shall normally be for no less than one month and no more than twelve months and shall only occur when the responsibilities being undertaken by the employee are those of another position that is vacant or because of temporary sufficient change in the duties and responsibilities of a filled position. A temporary pay increase may be made when a significant change in duties and responsibilities occurs. Such pay increases may only be made if funding is available. The pay increase should be consistent with additional responsibilities assigned and with institutional salary guidelines; and should be approved by the Chief Human Resources Officer or designee. The pay increase should generally be at least the minimum of the salary range for the position for which the interim or acting appointment is made. The former rate of pay will be re-assigned when the interim or acting assignment is completed.

Each institution shall establish procedures to implement this policy.

**HUMAN RESOURCES ADMINISTRATIVE MANUAL  
CLASSIFICATION, COMPENSATION, AND PAYROLL: INTERIM AND ACTING ASSIGNMENTS**

Responsible Parties and Contact Information

| <b>Party</b>                                      | <b>Responsibility</b>   | <b>Phone/Email/URL</b>   |
|---|---|--|
| <b>Vice Chancellor for Human Resources, USG</b>   | Maintain policy, provide guidance to institution human resources officers on effective utilization of policy, and monitor campuses for compliance.  | 404-962-3235<br><a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a> |
| <b>Institution Chief Human Resources Officers</b> | Ensure all hiring managers are aware of the policy. Provide guidance management on appropriate application of the policy. Ensure that an appropriate process or institutional level policy is in place to facilitate fair and equitable evaluations of requests to extend offers above the minimum of a salary range. Ensure requests are properly evaluated and administered in accordance with policy and applicable federal and state laws. Ensure appropriate documentation is maintained when necessary. | See University System<br><a href="#">HR Officer Listing</a>        |
| <b>Institution Payroll Officer</b>                |   | Refer to institution directory                                     |

Appendices (Internal Documents, Forms and Web Links)

- [USG Classification](#)
- [USG Classification Archive](#)
- [masterBCAT](#)
- [Policy Manual Section 8](#)

Related Documents and Resources (External)

- None

[Return to Human Resources Administrative Practice Manual Table of Contents](#)