



## Policy 4.39 Acting Appointments

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Compensation

**Effective Date:** March 30, 2007

**Last Revision:** June 19, 2007

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### Overview

Acting appointments occur when a regular employee temporarily assumes the essential duties of another regular employee (of a higher pay grade) while continuing to perform his/her original job duties.

### Policy Details

Acting appointments typically occur when:

- another employee is on FMLA, personal, military or other approved leave
- the length of time to fill a critical vacant position is expected to be longer than 30 days.

Acting appointments must be for a minimum of 30 days and generally should not exceed 6 months.

The temporary pay increase should not exceed the amount of increase the employee would receive if regularly promoted into the position. The amount of increase will be determined based on the following:

- length of appointment;
- grade difference between the employee's existing classification and the acting position's classification; and
- extent to which the full scope of the higher classified job will be performed.

Out of class pay increases must be authorized by the appropriate Vice President, Dean, Director, or Department Head before being processed by Human Resources.

### PROCEDURE

A supervisor should submit a written request for a temporary salary adjustment, commonly referred to as "out of class pay," to the departmental Human Resources Representative. The request should include the proposed salary increase, the anticipated timeframe the increase will be effective, and the key duties the employee will temporarily assume.

The Human Resources Representative reviews the request and gets authorization from the appropriate Vice President, Dean, Director or Department Head to forward the request to the Compensation Department for review.

The Compensation Department reviews the request, resolves any issues or discusses any alternatives, and notifies the Human Resources Representative whether or not the request has been approved.

The requesting supervisor prepares a memo to the employee to communicate the additional duties he/she is expected to perform, the temporary increase amount, and the approximate timeframe the duties will be performed.

The supervisor or Human Resources Representative completes and forwards the employee's Human Resources Action Form to Compensation, with a copy of the original request attached.

When the acting assignment ends, the supervisor must process a second Human Resources Action Form to change the employee's salary back to his/her original pay rate.

### **Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.39>

### **Revision History**

**No previous versions of this policy were found.**

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