

Interim Appointment Processing

The following instructions for processing interim appointments is intended to allow for better tracking of interim appointments and assignment of appropriate salary ranges for the employee occupying the interim role. This process is intended for exempt to exempt interim assignments, whether for an absence of the original position holder or the period a search for a permanent position holder is being conducted.

PROCESSING STEPS

- A. Appointing Employee as Interim
 - a. Department will process an ePAF moving the named employee into the "Interim" position number
 - i. Action/Reason Code will be Pay Rate Change/Temporary Pay Increase (PAY/TPI)
 - ii. Documentation (e.g. offer letter) is required to be attached
 - iii. Working Title should indicate "Interim Job Title"; This is required for the title to display correctly in Outlook
 - b. CAPS will do the following in Position Management:
 - i. The position number to be occupied on an interim basis will have the position title updated to include "Interim" as a prefix.
 - ii. The interim employee's vacated position will remain active but updated to a frozen status while the individual serves as the interim, unless someone is assuming the interim status in that position.
- B. Appointing Interim Employee as Permanent
 - a. Department will process an ePAF** promoting the employee into the position
 - i. Action/Reason Code will be Transfer/Promotion Transfer Internal Candidate (XFR/PIC)
 - ii. Documentation indicating salary (e.g. offer letter*) is required to be attached
 - iii. Interim Working Title should be removed
 - b. CAPS will do the following in Position Management:
 - i. The "Interim" prefix will be removed from the position title.
- C. Appointing a Different Employee as the Permanent or the Original Position Holder Returns
 - a. Department will process an ePAF ending the TPI for the employee serving as interim and move them to their former position number, if applicable.
 - i. Action/Reason Code will be Pay Rate Change/End Temporary Pay Increase (PAY/ETP)
 - ii. Documentation of salary (e.g. offer letter) is required to be attached; Salary may be reduced or the employee may retain a portion or all of the temporary increase
 - iii. Working Title should be updated appropriately
 - iv. CAPS will update the position status to Active and Approved if it was not occupied by another incumbent
 - b. Department will process an ePAF** moving the new employee into the permanent position or returning the original position holder from leave.
 - i. CAPS will remove the "Interim" prefix from the position title.

*Offer letter templates are available from HRS. Please contact your Recruiter.

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**ePAF processing should follow normal workflow. (e.g. If the recruitment of the benefit eligible position was processed in Recruit, the ePAF will be generated by HRS and initiation completed by the department ePAF - initiator.)

ITEMS TO NOTE

- A. If the employee performing the Interim role currently has direct reports that will continue to report to them during the interim position, a “Reports To” change will need to be processed for the position of the direct reports. Department should submit Position Management update to CAPS via email request. This can also be accomplished through ePAF as a Data Change/Change Reports To/Supv ID.
- B. While in the interim position, the employee should retain their current leave accrual programs. If they are chosen for the permanent position, they would change to the appropriate leave accrual program for their new title.
- C. For situations when the current incumbent, of the position to be filled on an interim basis, is:
 - a. Receiving their Vacation Payout for Retirement
 - i. Overfill the position with the interim.
 - 1. Update the Position Title to ‘Interim’ even though the incumbent is not officially retired.
 - ii. The individual serving as interim will need to be assigned as a delegate to the position so that they are able to approve time of the direct reports of that position.
 - b. Continuing to hold their position while on leave or special assignment
 - i. Create a new position for the employee assuming the interim assignment.
 - 1. The Position Title will be created as ‘Interim’
 - ii. Direct Reports will need to be updated to the interim position accordingly.
- D. Either “Interim” or “Acting” title may be used in this process. The department should indicate their preference.
 - a. Interim: the position has been vacated and the former incumbent will not be returning to that position
 - b. Acting: the position has not been vacated and the incumbent will be returning to that position

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Last updated 11/2015