

## Acting and Interim Appointment Policy

When a department needs to make an **acting appointment** (to perform the duties of an employee who has been granted a leave of absence) or an **interim appointment** (to perform the duties of a vacant career position while recruitment is underway), the department may choose to appoint an existing employee. Allegheny has an obligation to make its best judgment regarding the selection of a qualified temporary replacement.

Perceptions about the lack of open recruitment need to be carefully considered; a business reason for not having an open recruitment must exist.

- It is recommended that Human Resources with the Department head meet to discuss the best approach and confer to ensure a sound process.
- Allegheny is committed to fairness, diversity and equal opportunity for career development.
- Training and development opportunities, such as temporary assignments, are an important component of our Affirmative Action Plan.
- A 10% increase may be used to compensate the temporary replacement when higher-level duties and scope of responsibility are involved.

### Acting Appointment

When a department needs a replacement for an incumbent who will return within 6 months, the department may make an acting appointment of an existing Allegheny College employee. The selection process must often be brief, if there is a sudden, immediate need. Sometimes, there may be a qualified employee within the program or department.

In this case, the appointing authority should:

- Announce the opportunity within the department and give a date by which letters of interest must be submitted;
- Interview interested employees who meet the minimum qualifications;
- Consider equal opportunity and diversity needs when selecting the temporary replacement. If Allegheny chooses to consider employees from outside the department, the process should be coordinated with Human Resources to ensure some form of announcement to interested employees and documentation thereof.

In this case, the Allegheny should:

- Announce opportunity within the department and in other departments as recommended by Human Resources and give a date by which letters of interest must be submitted;
- Interview interested employees who meet the minimum qualifications;
- Consider equal opportunity and diversity needs in selecting the temporary replacement;
- Tell the temporary replacement whether they have a right to return to his or her permanent position at the end of the acting appointment.

- Discussion and long term planning with Human Resources on department structure and work flow needs during this period of vacancy. This may include reorganization, reassignments, division of work, process change, etc.
- Human Resources to review and consider pay adjustments for this period of time;
- Appropriate documentation needs completed and must be submitted to Human Resources

### **Interim Appointments**

When a position is vacant, and the department needs to fill the position, the department may make an interim appointment of an existing Allegany College employee. The process should be coordinated with Human Resources to ensure some form of announcement to interested employees and documentation thereof.

In this case, the appointing authority should:

- Announce the opportunity within the college, and in other departments as recommended by Human Resources, and give a date by which letters of interest must be submitted;
- Indicate that an open recruitment will occur in the future to permanently fill the position;
- Outside posting of the position once position management discussions have occurred with HR
- Interview interested employees who meet the minimum qualifications;
- Consider equal opportunity and diversity needs in selecting the temporary replacement;
- Tell the temporary replacement whether they have a right to return to his or her permanent position at the end of the acting appointment;
- Appoint a selection committee and begin the recruitment for the permanent position, or begin reorganization efforts. If the appointing authority is unable to find a qualified employee within the college, the search may be expanded then repeating the steps listed above.
- Discussion and long term planning with Human Resources on department structure and work flow needs during this period of vacancy. This may include reorganization, reassignments, division of work, process change, etc.
- Human Resources to review and consider pay adjustments for this period of time, which is a 10% increase during the appointment;
- Appropriate documentation needs completed and must be submitted to Human Resources

### **Reorganization to Eliminate a Vacant Position**

When the department chooses to reorganize a unit or program in order to eliminate a vacant position, the responsibilities of the position may be assigned to another, existing employee. If this reassignment involves a reclassification of the existing employee, Human Resources, in conjunction with the department manager should:

- Determine if the employee is qualified to perform these duties;
- Identify appropriate adjustments to the employee's workload, either by redistributing work or by eliminating existing work;
- Develop a proposed job description and perform or request a classification review;
- Human Resources to review and consider pay adjustments for these changes;
- Appropriate documentation needs completed and must be submitted to Human Resources

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