1. **PURPOSE**

1.1 Occasionally, positions vital to an organization must be filled immediately on a temporary basis. In such instances, another employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for lengthy periods of time. An employee placed in an acting or interim status or who is required to assume significant additional responsibilities for an extended period of time may be considered for a temporary salary adjustment.

1.2 The purpose of this procedure is to establish eligibility guidelines for such increases, establish procedures for administering a temporary adjustment in salary, and to ensure compliance with System Regulation 31.01.01 Compensation Administration, section 4.10.

2. **ELIGIBILITY GUIDELINES**

2.1 The new duties to be performed are clearly differentiated from the duties normally performed by the employee.

2.2 The new duties are not to be performed on a permanent basis.

2.3 The new duties are to be performed for more than thirty (30) days, but not more than one year.

3. **PROCEDURES - TEMPORARY SALARY ADJUSTMENTS**

3.1 The following procedures apply for administering a temporary salary adjustment:

3.1.1 A **Temporary Salary Adjustment Memorandum** explaining the circumstances and requesting the adjustment will be submitted to the appropriate vice president or designee for review. For staff adjustments, the review should also be routed through the Office of Human Resources and the Senior Vice President for Business Affairs.

3.1.2 Approval will be obtained from the vice president before an employee receives a temporary salary adjustment. Temporary salary adjustments will not be retroactive beyond the current month.

3.1.3 A copy of the approval will be submitted to Payroll Services with a completed **Payroll Adjustment Form** when processing the temporary adjustment.

3.1.4 Salary savings will be used to fund the temporary salary adjustment for the employee who assumes the duties of the vacant position.
3.1.5 The temporary salary adjustment represents a payment that does not become part of the employee's base salary. When the temporary assignment ends, the employee’s temporary salary adjustment is withdrawn. It is the responsibility of the employing department to ensure temporary salary adjustments are withdrawn when the vacant position is filled or eliminated.

3.1.6 The requesting unit must recertify the need to continue any temporary assignment which exceeds one (1) year.

3.1.7 Total additional compensation above an employee’s base salary is limited to twenty (20) percent.

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