

Policy 3.62 Temporary Administrative Assignments

The long-term absence or attrition of administrators often make it necessary to assign the duties of the position vacated to subordinate administrators or other staff. Staff who assume added responsibility as the result of such an assignment may be appropriately designated as: interim, acting or administrator in charge, dependent upon the nature of the position and the duration of responsibility for the duties assumed. Assignments of staff to the above categories will be made by the Board of Trustees upon recommendation by the Chancellor.

Interim

The designation "interim" implies an assignment of extended duration (six months to a year or more). Persons designated as interim are to be vested with the full authority of the position and are to be held responsible for the supervision, implementation, and coordination of operational procedures and liaison with appropriate supervisors.

A person designated as "interim" is to be compensated at: (a) the first step on the salary range of the interim position which provides an increase of at least 5% above the appointee's current salary; or (b) on the top step of the salary range of the interim position if it provides an increase of less than 5%. Salary for interim presidents shall be determined by the Board of Trustees upon recommendation of the Chancellor.

Acting

The designation "acting" implies an assignment of moderate duration (three to six months). Persons designated as acting are to be held responsible for the supervision, implementation, and coordination of operational procedures, liaison with appropriate supervisors, and the attainment of approval to use position authority when necessary.

A person designated as "acting" is to be compensated at: (a) the first step on the salary range of the acting position which provides an increase of at least 5% above the appointee's current salary; or (b) on the top step of the salary range of the acting position if it provides an increase of less than 5%.

Administrator in Charge

The designation "administrator in charge" implies an assignment of short duration (one to three months). Persons designated as administrator in charge are to be held responsible for maintaining the status quo of unit operation until further disposition is made regarding the added responsibility.

A person designated as "administrator in charge" is to be compensated at a level not to exceed 5% above his/her current rate of pay and in no case above the top step of the range applicable to the temporary assignment.

In no event is a person assigned as "interim," "acting" or "administrator in charge" to be compensated at a rate higher than the top step of the range applicable to the vacant regular position. The provisions of this policy do not apply to assumption of responsibility by subordinate administrators during periods of absence by their supervisors for purposes of vacation, acute illness, conference attendance, brief periods away from the office, or other absences of short duration.

Source of Law:

Approve by Board of Trustees: September 1, 1981

Revised: December 20, 1983

Revised: August 4, 1987