

Short-term Assignments and Pay Guidance

Guidelines for Acting Assignments, Interim Assignments, and Temporary or Supplemental Pay

Summary

When Georgia Tech employees vacate their roles or take extended leaves of absence, the Institute recognizes the need to temporarily assign those additional responsibilities to an active employee.

These assignments are classified as **acting appointments**, **interim appointments**, or may require **temporary pay**.

These adjustments are subject to budgetary authorization, funding limitations, and human resources review to ensure any temporary pay increase is warranted.

All appointments must be in accordance with university policies, and the appointed employee can only be notified once the appropriate approvals are received.

Supervisors or administrators should not communicate, extend, or imply an offer before obtaining the necessary approvals.

Definitions

Acting Appointment

This is the appointment of an employee to another position on a temporary basis for a brief period of time, usually **three months or less**, due to the **absence of an incumbent**.

- Example: a manager is on leave of absence, or medical leave and is expected to return.
- The absent employee retains the responsibility of their position but delegates the authority to the acting employee.
- The pay increase should be no less than the minimum of the salary range for the position for which an acting appointment is made.
- The former rate of pay (in addition to annual increases) will be re-assigned to the acting employee when their interim or acting assignment is completed.

Interim Appointment

This is the temporary appointment of an employee to another position for which **no regular incumbent exists** or the incumbent is absent for a period **longer than three months**.



- Examples: a vacant position was created to fulfill the business needs of the school or operating unit, or a vacant position is created by the departure of an incumbent and a replacement is being sought.
- The interim person has both the authority and responsibility of the office.
- The pay increase should be no less than the minimum of the salary range for the position. Compression (5%-10%) from direct reports may be considered in the pay adjustment for the interim employee while serving in the role.
- The interim employee's former based rate of pay (in addition to annual increases) will be re-assigned when the interim or acting assignment is completed.

Temporary Pay

A temporary pay increase may be made when a **meaningful change in duties and responsibilities occurs** and if funding is available.

- The pay increase should be consistent with additional responsibilities assigned and with institutional salary guidelines and GTHR Compensation is available for consultation and recommendation.
- The former rate of pay (in addition to annual increases such as merit) will be re-assigned when the interim or acting assignment is completed.

The Process

When a campus unit needs to make an acting appointment or interim appointment, it can choose an existing employee; however, the department has an obligation to use its best judgment to select a qualified temporary replacement.

Best practice recommendations are:

- **Communicate** the opportunity within the unit so interested employees can express their interest in the role.
- **Evaluate** interested employees who meet the minimum qualifications.
- **Engage** Human Resources for help with multi-candidate assessments.
- **Consider** equal opportunity and diversity needs in selecting the temporary replacement.
- **Initiate** the recruitment process for the permanent position, or begin reorganization efforts, at least 120 days before the end of the interim appointment.

Reassignments under [University System of Georgia policy](#) should last at least one (1) month and no longer than twelve (12) months. Reassignments should only occur when the responsibilities being undertaken by the employee are those of another position that is vacant or because of a temporary and sufficient change in the duties and responsibilities of a filled position.

For both acting and interim appointments the appointee must meet the minimum job requirements stipulated in the job description and be able to perform the listed duties and

responsibilities of the appointed title. GTHR can be engaged to help determine if the appointee's background satisfies the minimum requirements of the job.

Both **acting** and **interim** appointments must integrate the duties and responsibilities corresponding to the job description of the position covered and must be assumed on a full-time basis.

An employee should not be assigned multiple acting or interim assignments.

If, in an exceptional situation, a temporary assignment exceeds one year, the organization should review the need and determine if the temporary duties or interim assignment needs to be continued. Actions such as open job posting, or reclassification should be considered.

All positions currently occupied by an interim appointment should be filled through the normal open job bidding process.

Payment Practices

A temporary pay adjustment, unless otherwise noted, will be in effect for the period of the temporary assignment. Pay adjustments should be processed timely in association with the duties being provided and the organizational budget. Temporary pay should stop when the work is no longer being performed by the employee.

Example: An employee receiving temporary pay is going on a leave of absence. The temporary pay should be stopped in conjunction with the leave so the benefits as well as the cost of the employee benefits are not being overstated.

A temporary assignment to a position in the same or lower classification will not result in any loss to an employee's base pay. Normal pay increases will continue and any employee benefits that may vary will be applied to the employee's normal pay range.

When the employee is no longer performing the additional or new duties, the employee's pay returns to their former base wage, plus any annual wage increases (merit). If the employee stops performing the responsibilities due to a leave of absence, the supplemental or ad hoc pay should be discontinued. Failure to do so will result in an overpayment and recovery will be required.

Pay transactions should **not** be processed retroactively unless they meet the following conditions.

- 1) Guidance from Employee Relations or Legal Affairs advised a retroactive payment.
- 2) Issued payments did not satisfy the minimum salary of the grade associated with the interim job.

Conditions that are not eligible for supplemental pay



Supplemental Pay for temporary assignment of duties should **not** be provided if:

- Additional duties are assigned for **less than one month** to cover short periods of time such as vacation or other leave (sick, jury duty, etc.)
- There is a periodic increase in work volume when the nature/complexity of duties is at the same level.
- The Institute is providing a “training opportunity” to develop an employee’s skills and competencies to perform higher level duties as part of a career development initiative or mentoring role.
- When the temporary work being provided would change the FLSA exemption status of the incumbent from non-exempt (paid bi-weekly) to exempt (paid monthly). In this case, reclassification of the position may be required and GTHR Compensation should be engaged.
- The employee is serving as an interim in a position and their current salary meets or exceeds the salary of the interim position.
- When the employee is serving in an **acting** or **interim** assignment or performing additional responsibilities for a period of less than one month.
- The sum of the individual’s salary plus the temporary pay exceeds the salary range maximum of the higher-level position.
- Temporary duties are being performed by a direct supervisor/manager of one (1) vacant position.
- The temporary pay creates inequity or compression issues for the organization.

Special Considerations Associated with Pay Type or FLSA Classification:

Nonexempt Employees

Employees with the nonexempt FLSA classification are paid an hourly rate and have a biweekly pay frequency. They are eligible for overtime pay. Assigning additional responsibilities to a nonexempt employee will result in additional work hours and the employee should be compensated with overtime pay or compensatory time (where applicable).

For cases requiring supplemental pay adjustments.

- The recommended pay adjustment for assuming temporary duties for more than 30 days is up to 9.9% (dependent upon budget) and the employee is eligible for overtime pay based on the adjusted hourly rate of pay.
- The recommended pay adjustment is 9.9% for a direct supervisor/manager performing duties associated with multiple subordinate vacancies in regular, not temporary, positions totaling more than 1 regular benefited employee working more than 30 hours per week on their primary job) for more than 30 days. The increase is dependent upon the budget.



- Up to an additional 5% may be applied if the employee has been formerly assigned temporary duties leading an initiative on behalf of the University System of Georgia or in direct support of the Georgia Tech Strategic Plan and approved by the Institute's Executive Leadership Team (ELT).

Exempt

Exempt employees are paid a monthly salary. They are not eligible for overtime pay. A temporary increase is not warranted in cases where responsibilities are not significantly increased.

For cases requiring supplemental pay adjustments.

- The recommended pay adjustment for assuming temporary duties for more than 30 days that are less than grade but related to a known vacancy in the organization is up to 5% and dependent upon budget.
- The recommended pay adjustment for assuming temporary peer-level duties for more than 30 days is up to 7% and dependent upon budget.
- The recommended pay adjustment for assuming temporary higher-level duties for more than 30 days is up to 9.9% (dependent upon budget).
- The recommended pay adjustment for a direct supervisor/manager performing duties associated with multiple subordinate vacancies, that are not temporary, totaling more than 1 FTE for more than 30 days is up to 9.9% and dependent upon budget.
- Up to an additional 5% may be applied if the employee has been formerly assigned temporary duties to lead an initiative on behalf of the University System of Georgia or in direct support of the Georgia Tech Strategic Plan and approved by the Institute ELT.

Additional Pay for Additional Duties

If assigned duties represent a *meaningful change in scope of responsibilities* and are intended to be permanent, pay adjustments can be awarded. The employee's job description should be updated to reflect the additional duties, and GTHR Compensation should be engaged to determine if the *meaningful change in scope of responsibilities* changes the job enough to warrant a reclassification of the position.

Note: GTHR Compensation is available for interpretation of guidance and recommendation of pay adjustments if needed.