

Approved By: Board of Directors
on April 26, 2022

PURPOSE:

Chatham Area Transit Authority recognizes the need to temporarily assign additional responsibilities of a higher-level position to an employee and make interim and acting appointments. Therefore, policy and procedures for the administration and compensation of interim and acting appointments of the Authority have been established.

DEFINITIONS:

1. **Temporary assignment** – the action of adding or replacing job duties to an employee’s existing position on a temporary (or interim) basis.
2. **Interim appointment** – a position filled on a temporary basis while a search is being conducted, or a department/unit reorganization is taking place due to the business need of the department. The ‘interim’ person has both the authority and responsibility of the office.
3. **Acting appointment** – a position filled on a temporary basis to replace a regular unclassified employee on an unforeseen leave. The expectation is that the regular employee will be returning to his/her regular position in the future. The absent employee retains the responsibility of their position but delegates the authority to the ‘acting’ person.

SPECIFICS:

1. Temporary salary adjustments may be warranted when additional responsibilities are assigned on an interim and acting basis, or when an interim or acting appointment is made.
2. Salary adjustments are subject to budgetary authorization and funding limitation as well as Executive Director’s review to ensure a temporary increase is warranted.
3. Salary pay guidelines set forth provides consistent practice for all employees who may serve in an interim or acting position, contributing to the organization and building good will within the administration. Key areas addressed include:
 - preventing inconsistent practices of stipend payouts for interim or acting appointments;
 - provides advance notice to the good will employee of interim or acting compensation; and/or
 - ensures consistency in organizational and compensation practices among departments while affording the appropriate level pay.
4. With the exception of reorganizational changes, or position reclassification/elimination, at the end of an acting or interim appointment, employees shall be returned to their former position with the same salary and status as they would have if they had not been temporarily reassigned, with the addition of any increase that would have been made to the employee’s regular salary during the temporary assignment period.

PROCEDURE:

Based upon operational need or organizational necessity and consistent with knowledge, skill, and ability of the employee, the Executive Director or designee may authorize:

1. A temporary assignment

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- a. The Executive Director or designee may assign additional duties to an employee's current position on a temporary basis with no alteration in salary.
 - b. A temporary assignment of additional duties or replacement of duties is at the discretion of the supervisor and may not result in a change in title or compensation.

2. An Acting or Interim Appointment
 - a. The Executive Director or designee may appoint an employee, on a temporary basis, to an acting or interim position.
 - b. Employees appointed to an acting or interim position for more than 14 days will receive a salary adjustments consistent with the pay adjustment scale.
 - c. Employees appointed to an acting or interim position should serve for no more than twelve (12) months, but may be extended when circumstances warrants an extension.
 - d. The acting or interim appointment may result in a temporary title change and temporary compensation adjustment consistent to with the pay adjustment scale.
 - e. If and when practicable, the employee shall be provided with written notice of temporary assignment or acting appointment at least three (3) to five (5) days prior to the effective date of such assignments/reassignment.

3. Salary Pay Guidelines
 - a. By the 14th working day, the employee's supervisor will process the necessary paperwork to adjust the employee's salary to include a 15% interim pay adjustment.
 - b. Within the first work week of the starting date the vacant position is filled, the interim or acting employee will be returned to the salary level at which they were being paid before beginning the interim assignment.
 - c. It is the responsibility of the supervisor of the employee to see that all pertinent paperwork is processed and submitted to the Human Resources Department.

REFERENCES:

N/A

APPLIES TO:

This policy applies to all administrative classified employees of the Agency.

ATTACHMENTS:

N/A