



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



FSU-HRPP 04:18

Interim Assignments

COVERED EMPLOYEES

- All employees.

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining unit agreement \(CBA\)](#). Please refer to the CBA for details.

BOT POLICY

Sec. 6-305. Interim Assignments.

(1) Interim assignments of up to 2 years may be made by the Board for presidential or vice presidential duties, or by the President and/or vice presidents for all other interim assignments.

(2) The President, or his/her designee, will establish policy to administer the interim assignments for all related issues including compensation and benefits

Sec. 6-306. Exceptions. The President may grant exceptions to this subpart and any policies implemented in its support, after consultation with Human Resources and the Director of Employee Relations and Affirmative Action except:

- (1) the interim assignment of presidential or vice presidential duties
- (2) Sec. 6-302 notice requirement
- (3) the prohibition of promoting a dean or vice president without benefit of an external search.

These exceptions may only be granted by the Board.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

A temporary, acting, interim or similar assignment may be made to perform all or part of the duties of a vacant position, or to perform specific, temporary duties that are not expected to be of a permanent nature. Any such assignment will be designated an "interim assignment".

Interim assignments do not need to be, but may be, posted.

Positions may be designated as “interim assignments” for no more than a two-year period.

If the appointing Board, President or vice president determines that additional compensation for the interim assignment is appropriate, additional compensation, not added to base salary, may be granted for the term of the interim assignment. Human Resources (HR) must approve the additional compensation. In the alternative, the employee could be granted release time from other duties in addition to or instead of the additional compensation, for assumption of the interim assignment.

Interim assignments may be ended at any time, with or without prior notice to the employee and with or without cause.

RESPONSIBILITY

Human Resources: Track assignment dates regarding the 2-year limit.

Refer Questions To: *Human Resources*