

FSU Procedures
USM Policy on the Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Staff Employees

(Approved by the USM Board of Regents July 1, 1996. Please refer to the “replacement for” section of this policy; Amended October 9, 2015.)

I. Purpose

Administration of USM Policy VII-9.50 – Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Employees.

II. Definitions

- A. **Temporary Assignment:** the action of adding or replacing job duties to an employee’s existing position on a temporary (or interim) basis.
- B. **Acting/Interim Appointment:** the action of appointing an employee to a different position on a temporary (or interim) basis where there is a vacancy and/or operational need that is anticipated to exceed thirty (30) consecutive calendar days.

III. General Guidelines

The Office of Human Resources (OHR) is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

IV. Other

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

V. References

USM Policy VII-9.50 Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Staff Employees
USM Policy VII-9.11 Pay Administration for Exempt Positions
USM Policy VII-9.20 Pay Administration for Regular Nonexempt Staff Employees

Replacement for: *USM Personnel Policies and Rules for Associate Staff, Positions and Appointments, Paragraph E. Acting Appointment, pages 3,4.*

All policies and procedures are available on:

- FSU Web Page
- USM Web Page
- FSU Employee Handbook