

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

### 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.

### III. General Guidelines

Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Employees is governed by [USM Policy VII-9.50–Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Employees,](#) and is subject to all the terms and conditions set forth therein with the following modification:

When an employee is appointed to a higher-level position on a temporary basis, the employee is in acting capacity and shall be eligible for acting capacity pay beginning on the **21<sup>st</sup> consecutive calendar day of work** in the acting capacity, retroactive to the first day that the employee served in the acting capacity.

### 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 Employees](#)

[USM Policy VII-9.11 Pay Administration for Exempt Positions](#)

[USM Policy VII-9.20 Pay Administration for Regular Nonexempt Staff Employees](#)