



Policy Title	Interim Appointment Policy	Effective Date:	6/11/2014
Policy #	3.9		
Functional Area	Employment	Revised Date(s)	
Policy	Interim Appointment Policy		
Statement	The purpose of this policy is to establish uniform procedural definitions and guidelines for the selection of all interim appointments at Eastern Michigan University.		
Philosophy	Interim assignments are encouraged to maintain department operations and allow employees to develop professionally. Strong efforts should be made to ensure that interim assignments support the University's goal of achieving a culturally diverse working environment.		
Procedures	<p>Interim assignments should <i>generally</i> last for less than one year while the replacement candidate search is underway.</p> <p><u>Interim Appointment Procedure</u></p> <ol style="list-style-type: none"> 1. Divisional Executive announces the interim opportunity within the school, college, and/or department as recommended by Human Resources and provides a date by which letters of interest must be submitted within the online hiring system. 2. Interested employees submit information within the online hiring system by advertised due date. 3. Divisional Executive reviews qualifications and interviews interested employees while considering equal opportunity and diversity needs in selecting interim appointment. 4. Divisional Executive works with appropriate HR representative to finalize interim assignment. A background investigation may be required if interim appointment is in safety sensitive position. Divisional Executive provides feedback to employees not selected for interim assignment. 5. Divisional Executive posts vacant permanent position within 30 days of interim assignment for staff positions and within 90 days for academic positions. <p><u>Interim Compensation Adjustment Procedure</u></p> <p>Interim assignment temporary compensation adjustments will be based on market considerations, candidate qualifications, experience, and internal equity factors and aligns with the minimum of the learning, competitive, or expert broadband grade range.</p> <p>The employee serving the interim assignment is encouraged to apply competitively for the open posting. When the interim assignment concludes, the employee serving the interim appointment will return to his/her old position and rate of pay when they left the previous position plus any adjustments they would have received had they not been performing in that interim role.</p>		

	It should be noted that under unique circumstances, exceptions (with appropriate rationale) may be granted with approval from the Vice President, University Human Resources. This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.
Responsibility	Contact the Director, Compensation & Employment if you have questions about this policy or if you need more information.
Resources	Selection Assessment Policy