

Policy Title	Interim Appointment Policy	Effective Date:	Immed.
Policy #	3.9		
Functional Area	Employment	Revised Date(s)	1/21/2022
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 may assist in addressing a critical University operational need when a position of strategic or operational significance is vacant and immediate resourcing is required. Interim appointments provide opportunities for employees to develop professionally as they gather new experiences and skills. Strong efforts should be made to ensure that interim assignments support the University's goal of achieving a diverse and inclusive working environment.		
Procedures	<p>Interim assignments should <i>generally</i> last for less than one year. Assignments that will last more than one year require approval by the responsible Divisional Executive and the Chief Human Resources Officer. The length of the assignment is often calibrated to the length of time that it takes to find the best qualified candidate for the regular position. While there are no explicit or implicit promises of future assignment based on an employee's appointment to an interim role, such employees are eligible to apply for any positions that are posted. The job duties and minimum requirements of an interim role are as described in the class specification (job description) for the regular role that is being filled on an interim basis.</p> <p><u>Interim Appointment Procedure</u></p> <ol style="list-style-type: none"> <li>1. Divisional Executive obtains all necessary approvals for the role working with Human Resources as appropriate. In consultation with human resources, an</li> </ol>		

	<p>objective decision will be made in terms of the urgency of filling the interim role.</p> <ol style="list-style-type: none"><li>2. If the need to fill the role is objectively urgent, a well performing and qualified employee may be offered an interim role if they generally meet the following criteria: 1) They are or have been performing work that is similar in nature to the vacant position but at a step level below or lateral level to the interim position; or 2) They have appropriate prior experience in a role that is the same or similar to the interim position.</li><li>3. If the need for an interim appointment is not urgent, the division or department will work with Human Resources to post the position internally so that qualified and interested internal applicants may apply.</li><li>4. Interested employees will be required to submit their application within the online hiring system by advertised due date.</li><li>5. The Divisional Executive or their assignee will review applicant qualifications and interview qualified employee-applicants in accordance with University hiring policies and affirmative action principles.</li><li>6. Divisional Executive or their assignee works with appropriate HR representative to finalize interim assignment. A background investigation may be required if the interim appointment is in safety sensitive position. Divisional Executive or their assignee provides feedback to employees not selected for interim assignment.</li><li>7. Divisional Executive will generally post vacant permanent position within a reasonable period of time that takes into the consideration the nature of the role e.g. staff, faculty, level, etc. The Divisional Executive will endeavor to specify the</li></ol>
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recruitment plan and timeline for the regular position at the time that the interim appointment is announced.

8. The regular position/primary job held by an employee in an interim assignment may not be permanently backfilled until the interim assignment has concluded to ensure that the employee is able to return to their regular position upon transitioning out of the interim role. The University, however, may eliminate positions as required based upon legitimate University operational and budget needs. Such changes are made in consultation with Human Resources, and any position eliminations that would result in the elimination of an interim assignee's "home" position requires approval from the Chief Human Resources Officer. University policies such as severance and seniority provisions specified in applicable Collective Bargaining Agreements shall apply as appropriate.

Interim Compensation Adjustment Procedure

Interim assignment temporary compensation adjustments will be based on market considerations, candidate qualifications, experience, and internal equity factors and will align with the minimum of the learning, competitive, or expert broadband grade range.

When the interim assignment concludes, the employee serving the interim appointment will return to their home 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.

Employees placed into interim assignments will be provided with the fringe benefits associated with

	<p>the employment classification of the interim assignment.</p> <p>It should be noted that under unique circumstances, exceptions to this Policy (with appropriate rationale) may be granted with approval from the Chief Human Resources Officer. This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.</p>
Responsibility	Contact the Director, Labor Relations and HR Partner Services, if you have questions about this policy or if you need more information.
Resources	<p>Recruitment Policy</p> <p>Selection Assessment Policy</p>