

## Interim vs. Acting Appointment

Appointment Type	Description
<b>“Interim” Appointment</b>	<p><i>Definition:</i> A position assumed on a temporary basis while a search/recruitment is or soon to be conducted to replace the previous incumbent.</p> <p><u>Example:</u> The Director of the Student Recreation and Wellness Center retired from his position (permanent resignation). For the time being, the Assistant Director of the Student Recreation and Wellness Center is placed into the Interim Director of the Student Recreation and Wellness Center position while the search is being conducted for the permanent replacement. The Interim staff will return to the Assistant Director of the Student Recreation and Wellness Center position upon the hiring of a Director of the Student Recreation and Wellness Center .</p>
<b>“Acting” Appointment</b>	<p><i>Definition:</i> A position assumed on a temporary basis to replace a regular Academic Staff member who is on leave.</p> <ul style="list-style-type: none"> <li>• Assumes that the regular employee will return to his/her regular position in the future</li> </ul> <p><u>Example:</u> The Director of the Student Recreation and Wellness Center is out on maternity leave and plans to return three months after her final day in the office (temporary leave). For the time being, the Assistant Director of the Student Recreation and Wellness Center is placed into the Acting Director of the Student Recreation and Wellness Center position. The Acting staff will return to the Assistant Director of the Student Recreation and Wellness Center position upon the conclusion of the Director’s maternity leave.</p>

## Overload vs. Temporary Base Adjustment

Salary Type	Description
<b>Overload (Lump Sum Payment)</b>	<p><i>Definition:</i> Significant additional work duties are added to an employee’s full-time existing duties creating a workload in excess of 100% of the employee’s time.</p> <ul style="list-style-type: none"> <li>• Performance of these additional duties is unusual</li> <li>• Additional duties are temporary and nonrecurring in nature</li> <li>• Overload payment cannot exceed the higher of either 20% of the employee’s academic (c-bases/9 month) salary base or annual (a-basis/12 month) salary base or \$18,000 unless the Chancellor or designee determines good cause to exceed this threshold</li> </ul>
<b>Temporary Base Adjustment</b>	<p><i>Definition:</i> Applied when an employee assumes an Acting or Interim role OR an employee assumes temporary responsibilities that are significantly <u>different</u> and increased in scope from their current position.</p> <ul style="list-style-type: none"> <li>• Specific amount is determined by UPG 4.04(7)</li> <li>• Typically a temporary or seasonal adjustment</li> </ul>

**Helpful Tip:** If newly added duties make up <50% of an individual’s position, a **Temporary Base Adjustment** is appropriate. If newly added duties make up >50% of an individual’s position, it is appropriate to place that individual in an **Acting or Interim role**.