

## **SLCC Interim Assignment Procedures Guide**

### **Purpose**

The purpose of this guide is to establish consistent, uniform procedures, definitions, and guidelines for interim assignments at Salt Lake Community College (SLCC) in administrator (director and higher) positions.

### **Practice Statement**

The standard practice for filling vacant administrator positions at SLCC is to conduct as broad a search as possible, to attract the best-qualified candidates, and to comply with equal employment opportunity and college policies. In those situations where circumstances prohibit the immediate utilization of the search process, an alternative staffing strategy is identifying an interim replacement until an appropriate search can be conducted.

Situations that require assigning an individual in an interim capacity represent an ideal opportunity to utilize women, minorities, veterans, and individuals of diverse abilities in positions of increased responsibilities for both evaluative and professional developmental purposes. Strong efforts should be made to ensure that interim assignments fulfill the college's goal of achieving a diverse working and learning environment.

SLCC may assign additional duties to its existing employees on a temporary basis and make interim assignments when circumstances warrant them. An employee assuming administrator additional duties on an interim basis may be eligible for a temporary salary increase during the period of the additional assignment, subject to the discretion of a vice president and the availability of funding.

### **Expectations of Interim Assignment**

- a. An interim assignment is defined as: an assignment of an existing or former SLCC employee to perform the duties of a vacant or soon to be vacant position, while recruitment is underway to select a successor. If an interim assignment is deemed necessary, the department has the obligation to make its best judgment regarding the selection of a temporary replacement. A business reason must be identified for not having a prompt open recruitment, i.e., reorganization considerations, leadership continuity, budget, etc. All requests for interim assignments must be approved by the respective Vice President and Associate Vice President of People and Workplace Culture prior to posting the interim opportunity.
- b. Interim assignments must cover a period greater than 30 days, but less than 12 months, unless there are extenuating circumstances, whereby the assignment may be extended by the approval of the respective Vice President and Associate Vice President of People and Workplace Culture.
- c. The individual assuming the interim assignment must meet the minimum educational and experience requirements listed in the interim assignment position description.

## Procedure for Interim Assignments

- a. If an interim assignment is necessary, the immediate supervisor shall forward the request to their supervisor, after which the recommendation shall be approved by successive supervisors until it reaches the divisional Vice President who will review the recommendation and forward the approval to PWC.
- b. The request must:
  - i. communicate a business reason for the interim assignment,
  - ii. identify the expected length of time for the assignment and the plan for recruitment and hiring of the position successor,
  - iii. outline the qualifications for the interim position,
  - iv. identify the affected divisions or departments, and
  - v. include a plan for covering the assignee's current job duties.
- c. The hiring manager shall follow these steps:
  - i. Contact PWC's Employment team for a streamlined posting process.
  - ii. The interim position shall be posted on SLCC's applicant tracking system for a minimum of 5 calendar days, to give interested persons the time to apply.
  - iii. The posting shall indicate that an open recruitment will occur in the future to fill the position. If the interim assignment is due to a potential reorganization, some statement to this effect should be included (e.g., the position is currently being evaluated and may not exist in its current form in the future, etc.)
  - iv. Working with the hiring manager, PWC will send an all-sub email college-wide to inform employees of the posting and the link through which to apply.
  - v. The review and interview process must be conducted by the hiring manager and a search advocate.
  - vi. The names of the applicants must be kept confidential during and after the process ends.
  - vii. The individual assuming the interim assignment must meet the minimum educational and experience requirements as stipulated in the posting. The finalist's qualifications will be reviewed by PWC to ensure that the employee satisfies the minimum requirements.
  - viii. The hiring manager must notify the finalist's supervisor to discuss the impact of this assignment on the college prior to offering the assignment to the finalist.
  - ix. If no one meets the minimum educational or experience requirements of the position, the Vice President or their designee may select a candidate that best meets the needs of the position from the applicant pool.
  - x. The employee assigned to an interim position shall receive an "assignment letter" that clearly outlines the terms and conditions of employment, such as salary, title, duration of assignment, responsibilities, right to return to original position, etc.
    1. The interim assignment may result in a temporary title change and temporary compensation adjustment.

2. PWC will review compensation based on education, career qualifications and the finalist's current compensation as well as available benchmarks and other relevant factors.
  3. At the end of an interim assignment, employees shall be returned to their former position with the same salary and status as they would have had if they had not served in an interim capacity, with the addition of any intervening salary adjustments which may have occurred (e.g. base increase adjustments) during the interim assignment period.
  4. Full and part-time employees filling an interim assignment shall receive benefits consistent with the interim assignment. Note: If a part-time employee obtains a full-time interim assignment, the department may need to fund continuation of health insurance once the interim assignment is complete (up to 12 months).
- xi. The redistribution of work may be necessary because of the assignment of an interim employee. The supervisor or Vice President will identify existing employees that can assume the duties vacated by the interim and determine whether a temporary salary adjustment is needed for the redistribution of duties. Such increases may be made only if funding is available and should be consistent with the additional responsibilities assigned and with institutional salary guidelines. Temporary increases due to an additional assignment shall be removed at the conclusion of the interim assignment and the affected employee's pay returned to the prior level, including any pay increases that may have occurred during the assignment period.
  - xii. If this process produces no candidates, the respective Vice President, with the approval of the Associate Vice President of People and Workplace Culture, may appoint an interim.

### **Conditions**

- a. An employee who is probationary, has been hired in the last 6 months, or has been under corrective action within the past 12-months, cannot be considered for an interim assignment.
- b. Employees are limited to serving in an interim position, once every rolling twelve months, unless Cabinet unanimously approves the assignment.

### **Ending Interim**

- a. Once the position is filled affirmatively, the supervisor will complete the change action form to end the compensation pay adjustment.
- b. The interim will return to their previous primary position

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