

**Attachment 1**  
**Proposed Revisions to**  
**University Handbook Section B120 and PPM 4410 and 4650**  
**Related to Acting and Interim Language**

**Rationale:** The genesis of the changes to the policy was based on conversation between Human Capital Services and the Affinity groups surrounding what the difference was between acting and interim appointments, the length of those appointments, and how people were selected for those opportunities. There was also confusion in departments regarding which type of appointment to use and thus, these were being inter-mingled.

The proposed changes clarify that Acting is a short-term to fill in for an employee who is unable to perform their duties for a short time, generally up to three months. That three months mirrors FMLA length. The “Acting” portion also contains language around the selection for acting roles, including qualifications and compensation.

The Interim appointment section underwent the most changes. It specifies that interim appointments should be up to one year, proscribes what a search process for an that appointment should look like and how compensation is handled.

**University Handbook**

**CURRENT Section B120**

**Selecting Deans and Heads/Chairs/Directors (Unit Administrator) of Departments/Units**

**B120** Kansas State University affirms the principle of participation of faculty and/or unclassified professionals in the selection and reappointment of all administrators, including interim positions. Short-term (from two to four weeks) acting appointments may sometimes be necessary without the opportunity for faculty or unclassified professional input. When extended interim service is anticipated, an internal process involving faculty and/or unclassified professional input will be followed.

**PROPOSED Section B120**

**Selecting Deans and Heads/Chairs/Directors (Unit Administrator) of Departments/Units**

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**Policies and Procedures Manual**

**CURRENT Chapter 4410 Recruitment and Selection for University Support Staff (portion of .060)**

Acting Assignments

This type of appointment may take place in the event of a pending recruitment or extending medical leave of absence of another permanent employee. The minimum timeframe is 30 calendar days and the maximum is one year. Prior approval must be obtained by the HCS Appointing Authority, through Talent Acquisition and a Position Description must be completed and approved.

### **PROPOSED Chapter 4410 Recruitment and Selection for University Support Staff (portion of .060)**

#### **Acting Assignments**

~~This type of appointment may take place in the event of a pending recruitment or extending medical leave of absence of another permanent employee. The minimum timeframe is 30 calendar days and the maximum is one year. An acting assignment occurs when a campus department/unit needs to assign an existing K-State employee to perform the duties of an employee who is unable to fulfill his/her duties for an extended period (generally up to three months). The department/unit has an obligation to use its best judgment regarding the selection of an employee for the temporary assignment. Perception about the lack of a competitive selection process for an acting assignment needs to be carefully considered; a legitimate business reason for not having a competitive selection process for an acting assignment must exist. Examples might include: an immediate urgent need to have someone in the role or limited availability of qualified individuals.~~

~~An employee selected to fill an acting role must meet the minimum qualifications for the acting assignment. Employees who are appointed to an acting role shall be temporarily granted additional compensation as appropriate, in consultation with Human Capital Services. Prior approval must be obtained by the HCS Appointing Authority, through Talent Acquisition and a Position Description must be completed and approved.~~

### **CURRENT Chapter 4650 Unclassified Employee Personnel Actions (portion of .050)**

**Acting Assignments** - An acting assignment occurs when a permanent employee meets the minimum qualifications and is assigned on a temporary basis while a formal recruitment is being conducted. If an employee returns to the position they held prior to the interim assignment, they will be paid at the rate they would have been had the acting assignment not occurred. Employees in acting assignments are eligible to apply for the position through a competitive recruitment.

**Interim Assignments** - An interim assignment occurs when a permanent employee meets the minimum qualifications and is assigned on a temporary basis to a vacant or temporarily vacant regular (budgeted) position with the approval of Human Capital Services. An interim assignment must be more than 30 days and may not exceed one year. When an employee returns to the position they held prior to the interim assignment, they will be paid at the rate they would have been had the interim assignment not occurred. An employee on an interim assignment is eligible to apply for the position through a competitive recruitment.

### **Proposed Chapter 4650 Unclassified Employee Personnel Actions (portion of .050)**

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**Interim Appointments** - When a position is vacant, and the ~~department~~department/unit needs to fill the position for a limited period of time (generally up to one year) preparatory to a full recruitment, the ~~department~~department/unit may make an interim appointment, usually of an existing K-State employee. The process should be coordinated with Human Capital Services to ensure an announcement to interested persons as follows:

- Announce the opportunity within the ~~department~~department/unit, school or college, and in other ~~department~~departments/units as needed, and give a date by which letters of interest and a CV/Resume must be submitted;
- Indicate that a competitive (internal or external) recruitment will occur in the future to permanently fill the position; alternatively, if the ~~department~~department/unit wishes to request a waiver of recruitment, follow the usual process for such a request;
- Employees interviewed for the interim position must meet the minimum qualifications;
- If there is no waiver of recruitment, appoint a selection committee and begin the recruitment for the permanent position, or begin reorganization efforts, within sufficient time (usually at least 120 days) before the end of the interim appointment.

An employee on an interim appointment is eligible to apply for the permanent position through a competitive recruitment. Upon completion of the interim appointment, unless selected for the permanent position the employee will return to his/her previous position and department/unit and will be paid at the salary they would have been had the interim assignment not occurred, including any university-wide salary increase that may have applied to their previous salary.

