ADDITIONAL DUTIES APPOINTMENTS

Applicability: All University Units

Responsible Unit: Office of Human Resources

Statement and Purpose

The standard practice for filling vacant staff positions at the University of Tennessee at Martin is to conduct as broad a search as possible, to attract the best qualified candidates, and to comply with the spirit and letter of equal employment opportunity legislation. Depending upon the level of the position, it is often necessary to appoint someone to take on additional duties while a search is conducted.

Situations that require appointing an individual to assume additional duties represent an ideal opportunity to utilize women, minorities, veterans and the disabled in positions of increased responsibilities for both evaluative and professional developmental purposes. Strong efforts should be made to ensure that additional duties fulfill the university's goal of achieving a culturally diverse working and learning environment.

The purpose of this procedural statement is to establish uniform procedures, definitions and guidelines that will be followed when appointing employees to assume additional duties at the University of Tennessee at Martin.

Definitions

1) Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to their original position, at which time, the acting appointee will return to his/her former position.

2) Interim: A temporary appointment to a vacant position until a permanent appointment is made.

3) Additional Duties: A temporary appointment occurs when an incumbent resigns, retires, or is absent due to illness, reassignment, educational leave, or leave of absence etc. Temporary assignments are not appropriate for incumbents taking a vacation, regardless of the length of time of the vacation period.
Procedures

The respective hiring manager sends a written request explaining the circumstances necessitating an additional duties appointment and the expected duration of appointment to his/her respective Vice Chancellor or to the Chancellor for review and approval. The e-mail communication should include the following items as attachments:

1) Current copy of the position description for the applicable opening, along with an explanation of the additional duties that will need to be assumed by an employee, highlighting the specific duties from the applicable position description that must be performed.

2) Explanation why the employee(s) is being considered for the additional duties appointment, highlighting the employee(s) applicable qualifications and/or experience for the role.

The respective Vice Chancellor forwards all information to the Director of Human Resources and Payroll, copying the Compensation Specialist, with a cover e-mail indicating approval of the additional duties.

After review by Director of Human Resources and Compensation Specialist, the Compensation Specialist will send an e-mail to the respective Vice Chancellor and hiring manager with a recommended Additional Pay stipend amount, which will be calculated based upon a combination of factors including candidate qualifications, additional duties requested, scope of additional duties, etc.

Once the recommendation is approved by the respective Vice Chancellor via e-mail confirmation, the Compensation Specialist will initiate the Additional Duties Pay in IRIS, routing through its standard approval process (Vice Chancellor, Chancellor and Human Resources).

Once the approval process has been completed, the hiring manager is responsible for informing the selected candidate that his/her appointment has been approved and the official start date. The hiring manager assumes responsibility for updating all applicable documents associated with an additional duties appointment, i.e. new contract addendum, appointment letter, and/or preparing the announcement to begin the search process, etc. For staff assuming ADA responsibilities, the hiring manager should partner with the Employment Specialist in the Office of Equity and Diversity for the development of an appointment letter.

General Provisions

The Chancellor, Vice Chancellors or deans are authorized to make acting and interim appointments with or without an internal search process.

Interviews may be conducted if more than one individual is in consideration for an acting or interim appointment.

Acting and interim appointments shall be made in accordance with affirmative action guidelines.

The length of an additional duties’ appointment should typically not exceed a maximum of one year.
Restrictions

Individuals serving an interim/acting appointment shall be restricted from participating on the search committee when they have applied to be considered for the role on a permanent basis.

Requests for Additional Duties Assignment (ADA) pay should not typically be backdated. In rare instances that may require backdating, Chancellor approval is necessary. To minimize the need for backdating, managers should respond expeditiously when they have a need to make an Acting or Interim appointment.

Appointment Letters

Individuals selected or appointed to an Acting or Interim appointment shall receive an appointment letter or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, title etc.), as applicable.

If an interim appointee is restricted from applying for the permanent position for any reason, this stipulation should be clearly explained to the individual in writing at the time of the appointment.