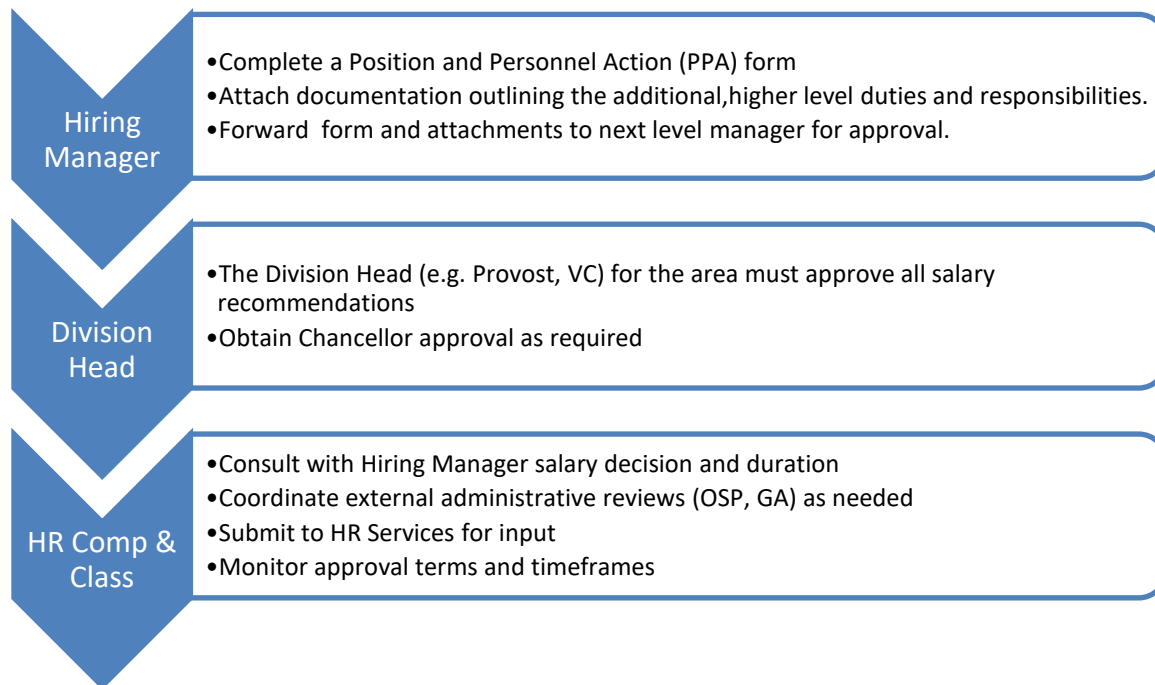


**Purpose: Provide guidance to managers and supervisors in appropriate steps in making recommendations from temporary salary adjustments. At A Glance:**



### More Details:

Temporary or Acting Promotions are allowed as requested by department management for durations of no less than three months and no more than twelve months. Such requests shall be initiated on the Position and Personnel Action form and must include an attached written justification regarding the circumstances of the request. The Position and Personnel Action form can be found at [http://www.unctsu.edu/Documents/hr/forms/Position%20and%20Personnel%20Action%20Form%20\(1\).pdf](http://www.unctsu.edu/Documents/hr/forms/Position%20and%20Personnel%20Action%20Form%20(1).pdf)

A salary adjustment may be considered with the understanding that the increase will be discontinued when the "acting" assignment ends. Assignments will normally end once position is filled, conclusion of a special project or completion of a departmental reorganization effort. Written justification for such a salary increase should include the position number and classification title of the position in which the employee is "acting," as well as a **detailed description of the higher-level duties and responsibilities to be assumed** by the employee in the acting role. Employees must qualify for the position in which he/she will be acting.

### Effective Date for Temporary/Acting Promotions

Temporary promotions and temporary salary adjustments must be approved prior to the requested effective date.

### Approval for Temporary/Acting Promotions

Promotional increases must be approved by both the employing unit and appropriate Vice Chancellor prior to review by Human Resources. Adjustments resulting in increases of 10% or more may require Chancellor approval.