07-09.50- POLICY ON ACTING CAPACITIES AND TEMPORARY INCREASE OF HIGHER LEVEL DUTIES

I. Policy Statement: This policy establishes the guidelines to authorize the Towson University (the “University”) to temporarily assign duties to existing Non-exempt and Exempt positions and to temporarily reassign employees to positions other than originally hired pursuant to the USM Policy on Temporary Assignments and Acting Appointments (VII – 9.50).

II. Definitions:

A. Acting Capacity - used when an employee is appointed to a different position on a temporary basis where there is a vacancy of at least 31 days but less than 12 months. Employees serving in an acting capacity must meet the minimum requirements of the position. An acting appointment is at the discretion of the supervisor and will not result in a change in classification; however, it may result in a temporary title change and salary adjustment, consistent with the policy on Regular Employee Promotions 07-09.20.

B. Primary Appointment – the position the employee held before the appointment to Acting Capacity or the Temporary Increase of Higher Level Duties.

C. Temporary Increase of Higher Level Duties - used when adding or replacing specific job duties and responsibilities to an employee’s existing position on a temporary basis of at least 31 days but less than 12 months. Employees receiving a temporary increase due to higher level duties are not required to meet the minimum requirements of the position; however, s/he must have the knowledge, skills, and abilities to perform the specific job duties. A temporary increase is at the discretion of the supervisor and will not result in a change in title; however, it may result in a temporary salary adjustment.

III. Responsible Executive and Office:

Responsible Executive: Vice President for Legal Affairs & Human Resources and General Counsel

Responsible Office: Office of Human Resources

IV. Entities Affected by this Policy: All Towson University staff employees.
V. **Procedures:**

A. **Request and Approval** - Departments shall complete the required documentation to request the placement of an employee in an assignment with Temporary Increase of Higher Level Duties or Acting Capacity. OHR will not review the request until it receives the completed form (available from OHR), evidencing approval from the Divisional and University Budget Offices, and the Divisional Vice President.

B. **Acting Capacity and Temporary Increase of Higher Level Duties** - Employees in an Acting Capacity or with a Temporary Increase of Higher Level Duties who have been approved to receive a salary adjustment, shall have their salary adjusted retroactively to the first day of the acting/temporary assignment upon the thirty-first day of the assignment. An employee’s salary shall not exceed the maximum of the pay range for his/her classification. Employees serving in an Acting Capacity or with a Temporary Increase of Higher Level Duties shall receive benefits consistent with their Primary Appointment.

C. **Notice** - If and when applicable, the employee shall be provided with written notice of assignment at least five work days in advance of the effective date of such assignment/reassignment.

D. **Extensions** - Departments shall notify the OHR if an extension is required beyond the stated end date on the form.

E. **End of Assignment** - Departments shall notify the OHR when the Acting Capacity or Temporary Increase of Higher Level Duties assignment is ending. At the end of an Acting Capacity or Temporary Increase of Higher Level Duties assignment, employees shall be returned to their former position with the same salary status s/he would have if s/he had not been temporarily reassigned. In certain circumstances, at the discretion of the University, the University may elect to adjust or end an Acting Capacity or Temporary Increase of Higher Level Duties assignment.

F. **Layoff** - Employees on an Acting Capacity or Temporary Increase of Higher Level Duties shall not be subject to layoff based on the Acting Capacity or Temporary Increase of Higher Level Duties.

**Related Policies:**

- USM Policy on Temporary Assignments and Acting Appointments (VII – 9.50)
- TU Policy on Regular Employee Promotions (07-09.20)

**Approval Date:** 04/02/2004
Effective Date: 04/02/2004

Amended Date: 12/17/2012
06/29/2016

Approved by: President’s Council 06/29/2016

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President Kim Schatzel            Date