

CCSN Policy

Section: HRS

Number: 2

**Title: INTERIM APPOINTMENTS, INTERNAL PROMOTION AND
ADDITIONAL RESPONSIBILITIES FOR PAY**

**Policy Effective Date:
April 6, 2006**

Approved:

Richard Carpenter
CCSN President

April 6, 2006
Date

Faculty Senate Recommendation

Faculty Senate Recommendation Unnecessary

Recommended Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)

Darren Divine
Faculty Senate Chair

April 6, 2006
Date

CCSN Policy	Section: CCSN Employment Policies	Number: HR Pol 2
--------------------	--	-------------------------

Title: Interim Appointments, Internal Promotion and Additional Responsibilities for Pay

Contents:

POLICY

1. POLICY BACKGROUND AND PURPOSE
2. POLICY STATEMENT
3. AUTHORITY AND CROSS REFERENCES
4. APPROVAL AND EFFECTIVE DATE OF POLICY
5. KNOWLEDGE OF THIS POLICY
6. DEFINITIONS
7. RESPONSIBILITIES
8. EXCEPTIONS
9. CONTACT INFORMATION
10. HISTORY

PROCEDURES

1. POLICY REFERENCE
2. AUTHORITY AND CROSS REFERENCES
3. APPROVAL AND EFFECTIVE DATE
4. KNOWLEDGE OF PROCEDURE
5. DEFINITIONS
6. RESPONSIBILITIES
7. EXCEPTIONS
8. CONTACT INFORMATION
9. PROCEDURE
10. FORMS
 - 2.1 Authorization to Fill Interim or Temporary Position
 - 2.2 Request for Approval of Interim or Temporary Appointment
 - 2.3 Request for Approval of Internal Promotion
 - 2.4 Authorization for Change of Title/Additional Duties With Pay
 - 2.5 Approval for Administrative Faculty and Nonexempt Staff to Teach Academic Courses
 - 2.6 Authorization for Academic Faculty to Obtain Administrative Assignment for Course Load Reduction and/or Pay
11. HISTORY OF PROCEDURES

POLICY

1. POLICY BACKGROUND AND PURPOSE

Objectives

It is CCSN's objective to create a uniform, fair and consistent process for hiring and promotion. It is recognized that in any organization as large and dynamic as CCSN, that process must be flexible enough to accommodate rapidly changing needs and objectives. It also recognized that CCSN must balance its objective to create a fair hiring process through open and competitive searches, with its objective to retain and fairly compensate valued employees in a context of rapidly changing needs and objectives. This policy seeks to create an appropriate balance, with an emphasis on open and competitive searches.

Background

In January 2005, CCSN began implementation of a new hiring process. See HR Policy 1: Hiring Process. The intent of HR Policy 2 is to serve as a corollary to the Hiring Process to address specialized and limited exceptions to HR Policy 1.

Topics Covered

The topics addressed by HR Policy 2 include:

- A. Interim administrative appointments in professional positions;
- B. Internal administrative promotion, including title changes;
- C. Additional responsibilities with pay within a department or program;
- D. Administrative assignments with pay outside the administrative faculty members' primary department or program;
- E. Teaching assignments by administrative faculty and nonexempt staff; and
- F. Additional administrative responsibilities with pay for academic faculty (apart from department chair and dean responsibilities).

Applicability

This policy will apply to all new contracts and assignments from the date of approval of the policy, including all contracts formed on or after July 1, 2005. In the case of existing interim appointments/additional administrative duties that have already exceeded one year, the President will review such contracts on a case-by-case basis as to how the policy will be applied. This policy applies to academic faculty only when an academic faculty member undertakes a full or part-time administrative assignment for pay.

Relationship to Other Policies

This policy supersedes any contrary CCSN Guidelines that may have previously addressed the subject areas of HR Policy 1 or 2, such as the CCSN Professional Staff Handbook. This policy does not govern reassignments, including a change in title, by the President for the benefit of CCSN as provided in Board of Regents Handbook Title 2, Chapter 5, Section 5.8. In the event of any conflict between this policy and the UCCSN Code, the Code takes precedence and will be applied notwithstanding this policy.

2. POLICY STATEMENT

A. Interim or Temporary Appointments

Definitions

1. Interim appointments are appointments to fill established positions for a limited period of time.
2. Temporary appointments are appointments to fill positions that are needed for a limited period of time for which specialized knowledge is required.

Requirements

Interim or temporary appointments for full and part-time administrative positions may be made only with approval of the President. Such appointments should only be made if 1) the position must be filled prior to completion of a normal search process, 2) the duties of the position are still being developed, or 3) the continued need for the position is uncertain.

Notification

All faculty/staff of CCSN will be notified of any available interim or temporary positions with a timeline allowing any interested candidates to submit their interest in the position.

Limitations

Unless an exception is granted by the President, the following limitations apply to interim or temporary appointments: 1) interim positions may be filled only with existing CCSN employees, 2) interim appointees are not eligible for the permanent position, 3) interim and temporary appointments should be as short as possible but may not exceed one year, and 4) a job description for the position must be approved by Human Resources. Even if approval is granted for an interim or temporary appointment, searches should be initiated as soon as possible for the positions.

Pay

Pay for interim and temporary appointments will be determined by the President in consultation with the Vice-President of Finance. Pay will generally be set in accordance with the low end of the salary schedule for the position.

Employment Status

An appointee may be returned to his or her former position at any time. Interim appointees are not entitled to any notice of non reappointment rights with respect to the interim position, but may be given a 30-day notice at any time during the contract period. If the interim appointee is a tenured faculty, the notice will specify that the appointee is being restored to his or her former position at the former rate of pay and with the former terms and conditions of employment. An interim appointee is not eligible to apply for CCSN transition leave upon his or her return to the former position.

Temporary appointments expire at the end of the contract without notice, and may be terminated earlier upon 30 days notice at any time during the contract period.

B. Internal Administrative Promotion

Objectives

Internal promotion is an option available only in limited circumstances. The general policy is that all new positions should be searched through an open, competitive search process. However, it is recognized that, for example, when restructuring of a department or program occurs, an expansion of duties and title may be appropriate without going through a competitive search, but only if the promotion will not create an unfilled position based on the duties of the candidate's former position. In other words, if the candidate's former position will require a search if the candidate is promoted, an internal promotion is not available because the candidate should compete for the new position.

Requirements

An internal promotion that results in an elevated title with or without pay, and/or a permanent expansion of responsibilities, must meet the following criteria: 1) all evaluations conducted in the prior three years must be higher than satisfactory, 2) the candidate must be qualified for the expanded position, 3) the candidate's prior position is not intended to be filled, 4) any elevated title must reflect expanded responsibility, 5) a revised job description must be approved by Human Resources, 6) the promotion and/or title change must be approved by the President and 7) any increase in pay must be approved by the President in consultation with the Vice President of Finance.

Supervisors are expected to give consideration to all similarly qualified employees within the Department or Program in recommending an internal promotion.

Pay and Use of Title

No pay increase, title change, issuance of business cards, or any other use of the title of the new position may occur until the internal promotion is approved by the President and a contract is signed.

C. Additional Duties With Pay For Administrative Faculty

Applicability

The policies regarding additional responsibilities apply where a full time exempt administrative faculty member, or a full time nonexempt employee, intends to accept additional administrative or teaching duties for additional pay.

1. Administrative Duties

Objectives

From time to time, an administrative faculty member or nonexempt employee may be asked, or may request, that he or she be assigned additional duties either within or outside his or her department or program on a temporary basis. Assigning additional duties with additional pay is discouraged as existing positions should already be full-time and adding significant additional duties may result in reduced performance. Alternatives should always be considered, such as more equitably distributing workload among existing staff or establishing new full or part-time positions.

Nonexempt Employees

The general policy for nonexempt employees is that additional duties for pay should not be authorized if this will result in the consistent accumulation of overtime, and consequently, additional expense to CCSN. Any exceptions to this rule must be approved by the Associate Vice President of Human Resources and the President.

Exempt Professional Employees

The general policy for professional administrative faculty members who are exempt from overtime is that the exempt professional is required to put in all necessary hours within the department or program to complete assignments. Completion of some additional duties is considered as a positive factor in connection with evaluation and merit pay, but typically should not result in additional pay.

Requirements

In limited circumstances, an exempt administrative faculty member may be considered for additional duties with pay if the following criteria are met: 1) the new duties are clearly outside the administrative faculty member's existing job duties, 2) the administrative faculty member is qualified to perform such duties, 3) the administrative faculty member undertakes additional duties or responsibilities that are estimated to require, on average, the performance of at least 20% additional hours above full-time work each week on a sustained basis; 4) the administrative faculty member continues to perform all existing duties and such existing duties are not assigned to others; 5) the additional duties may continue for no more than one year, unless an exception is granted by the President; 6) a job description for the new duties must be approved by Human Resources; and 7) additional pay must be approved by the President in consultation with Vice-President of Finance.

Duties outside Department or Program

In addition to these requirements, if the administrative faculty member seeks additional duties outside the department or program, the additional duties must be approved by the "home" department or program, "home" Vice President, the outside department or program, and the Associate Vice President of Human Resources. The approval must include a written plan regarding work schedules and priorities to complete both assignments.

Employment Status

The additional duties may be removed upon two weeks notice at any time during the contract period. A notice of non reappointment is not required for removal from additional administrative duties, and the candidate is not eligible for CCSN transition leave upon removal of the administrative assignment.

No administrative faculty member may receive additional pay for additional duties until approved by the President.

2. Teaching Duties

Nonexempt Employees

The general policy for full time nonexempt employees is that teaching assignments should not be received if this will result in the accumulation of overtime. Any exceptions to this rule must be approved by the Associate Vice President of Human Resources and the President.

Exempt Employees

For exempt full-time administrative professionals performing teaching assignments outside normal work hours, the exempt professional must first obtain permission from his or her supervisor, and the "home" Vice President on a semester by semester basis, based on the determination that such teaching assignments will not interfere with performance of administrative duties.

Limitations

The maximum load is two courses. Per the CCSN Workload Policy, full-time administrative professionals are not eligible to teach in the summer semester.

Workday Teaching Assignments

Teaching assignments scheduled during an administrative faculty member's normal workday are highly discouraged. Such assignments may only be undertaken with approval of the President based on the specific needs of CCSN and should not exceed one course per semester.

D. Additional Administrative Duties for Academic Faculty

Objectives

This policy applies to full time academic faculty members. The general policy is that a full course load for an academic faculty member precludes significant long term administrative assignments. However, a full time academic faculty member may be considered for temporary additional administrative duties for which the faculty member is qualified.

Requirements

A job description for the additional administrative duties should be prepared for approval by Human Resources. If the faculty member will receive a reduced course load, the additional administrative duties must be approved by the administrative department or program, the candidate's academic department chair, and the Vice President for Academic Affairs. The course load reduction should be consistent with the standard course reduction schedule applied by the Vice President for Academic Affairs. Combined course load reductions must be less than 50% of a full course load.

Pay

If the academic faculty member also seeks additional pay, the pay must be approved by the President in consultation with the Vice President of Finance. If the administrative duties come with a designation of title, the title must be approved by the President prior to any use of the title.

Employment Status

Additional administrative duties should not exceed one year unless an exception is granted by the President. The additional duties may be removed upon thirty days notice at any time during the contract period. A notice of non reappointment is not required for removal of the additional administrative duties, and the candidate is not eligible for CCSN transition leave upon removal of the administrative assignment.

3. AUTHORITY AND CROSS REFERENCES

The basis for this policy, and related cross-references, are provided in the following:

- Board of Regents Handbook Title 2, Chapter 1, Section 1.6
- Board of Regents Handbook Title 2, Chapter 5, Section 5.4.1
- Board of Regents Handbook Title 2, Chapter 5, Section 5.8
- Board of Regents Handbook Title 4, Chapter 8, Sections 6(2) & (3)
- CCSN Bylaws, Chapter 2, Section 2.3.1

4. APPROVAL AND EFFECTIVE DATE OF POLICY

This policy applies to all administrative contracts entered into after the date this policy is signed by the President, including all contracts issued effective July 1, 2005 and thereafter.

Richard Carpenter, President

Date

5. KNOWLEDGE OF THIS POLICY

All CCSN administrative employees and academic faculty should be knowledgeable about this policy.

6. DEFINITIONS

Unless otherwise stated herein, the language of this policy is to be given its ordinary meaning consistent with the purpose of this policy. Definitions of academic and administrative faculty are consistent with the Board of Regents Handbook. For general definitions regarding policies and procedures, please see any available definitions located in Section 6 of CCSN Policy Gen 1.

"Exempt" means an administrative professional exempt from federal and state overtime pay requirements.

"Nonexempt" means an administrative professional or classified employee that is subject to federal or state overtime pay requirements.

"Home" means the employees primary department or program.

7. RESPONSIBILITIES

The Vice President for Administration and the Vice President of Planning and Development, in consultation with the Associate Vice President of Human Resources and the General Counsel, are charged with primary responsibility for implementing this Policy. All supervisory employees must

take responsibility for following the policy. The President must approve any modifications of the Policy.

8. EXCEPTIONS

This policy does not apply to academic faculty except where an academic faculty member undertakes administrative assignments. This policy does not govern reassignments, including a change in title, by the President for the benefit of CCSN as provided in Board of Regents Handbook Title 2, Chapter 5, Section 5.8.

The President has the discretion to make exceptions to the policy. The President may also suspend or rescind all or any part of a policy or procedure when advised by legal authority that such policy or procedure is wholly or in part in conflict with laws or procedures of a superior governing body. The President will notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to the affected policy.

9. CONTACT INFORMATION

Questions about this policy should initially be directed to the Vice President of Policy and Development.

10. HISTORY

Not applicable as this is the first version of the policy.



PROCEDURES

1. POLICY REFERENCE

CCSN Policy HR 2

2. AUTHORITY AND CROSS REFERENCES

See CCSN Policy HR 2, Section 3.

3. APPROVAL AND EFFECTIVE DATE

00/00/00 00/00/00

4. KNOWLEDGE OF PROCEDURE

See CCSN Policy HR 2, Section 5.

5. DEFINITIONS

See CCSN Policy HR 2, Section 6.

6. RESPONSIBILITIES

The Associate Vice President of Human Resources, with oversight from the Vice President of Administration and the Vice President of Policy and Development, has the primary responsibility for implementation of the procedures. Any modification of the Procedures must be approved by the Vice President of Policy and Development.

7. EXCEPTIONS

See CCSN HR Pol 2, Section 8.

8. CONTACT INFORMATION

Questions regarding the procedures should initially be directed to the Associate Vice President of Human Resources.

9. PROCEDURE

A. Interim And Temporary Administrative Appointments

1. For new positions, Department/Program prepares job description and obtains approval of job description from Human Resources.
2. Department/Program obtains approval from the appropriate Vice President and the President to offer an interim or temporary appointment. See HR Form 2.1, Authorization to Fill Interim or Temporary Position.
3. President establishes compensation level in consultation with Vice President of Finance. See HR Form 2.1.
4. Department/Program considers candidates with guidance from the President regarding notification to possible candidates.
5. Department/program makes recommendation of candidate to the appropriate Vice President. HR Form 2.2, Request for Approval of Interim or Temporary Appointment.
6. Appropriate Vice President makes recommendation to President on HR Form 2.2.
7. President approves/disapproves recommendation on HR Form 2.2.
8. Human Resources prepares contract with appropriate language.
9. Upon signing of the contract by all required parties, appointment becomes effective.

B. Internal Administrative Promotion

1. Department/Program prepares new job description and obtains approval of job description from Human Resources.

2. Department/program submits request for approval of promotion to appropriate Vice-President. See HR Form 2.3, Request for Approval of Internal Promotion.
3. Appropriate Vice President makes recommendation to President on HR Form 2.3.
4. President approves/disapproves recommendation on HR Form 2.3.
5. President establishes compensation level in consultation with Vice President of Finance. See HR Form 2.3.
6. Human Resources prepares contract with appropriate language.
7. Upon signing of the contract by all required parties, appointment becomes effective.

C1. Additional Administrative Assignments with Change of Title or Additional Pay for Administrative Faculty and Non Exempt Staff

1. Department/Program prepares job description for the additional duties with pay or change of title, and obtains approval of the job description from Human Resources.
2. If the proposed additional duties are outside the candidate's primary Department/Program, or the candidate is non exempt, the candidate must obtain approval from the head of his primary Department/Program and its Vice president, and from the Associate Vice-President of Human Resources. See HR Form 2.4, Authorization for Change of Title/Additional Duties With Pay.
3. Vice President approves the additional job duties. See HR Form 2.4.
4. President approves/disapproves the additional job duties. See HR Form 2.4.
5. President establishes appropriate title and compensation level in consultation with Vice President of Finance. See HR Form 2.4.
6. Human Resources prepares contract with appropriate language.
7. Upon signing of the contract by all required parties, appointment becomes effective.

C2. Teaching Assignments for Full-Time Administrative Faculty

1. If courses will be taught outside normal administrative work hours, exempt administrative faculty member must obtain approval of his or her supervisor and the "home" Vice President each semester classes will be taught. See HR Form 2.5, Approval for Administrative Faculty and Non-Exempt Staff to Teach Academic Courses.
2. If the employee is non exempt, he or she must also obtain approval from the Associate Vice President of Human Resources so that overtime requirements may be considered.
3. If the employee requests to teach classes during normal administrative work hours, approval must be obtained from the President.

D. Additional Administrative Assignments for Academic Faculty

1. Department/Program prepares job description for the additional duties and obtains approval of the job description from Human Resources.
2. The assignment is first approved by the Department Chair and forwarded to the appropriate Dean and the Vice-President of Academic Affairs for approval. See HR Form 2.6, Authorization for Academic Faculty to Obtain Administrative Assignment for Course Load Reduction and/or Pay.
3. The Vice-President of Academic Affairs makes the decision on the appropriate course load. If the course load reduction varies from the standard course load reduction schedule, approval must be obtained from the President. See HR Form 2.6.
4. If additional pay is sought, the President approves the appointment and establishes compensation level in consultation with Vice President of Finance. See HR Form 2.6.
5. The title for the additional duties must be approved by the President. See HR Form 2.6.
6. Human Resources prepares contract with appropriate language.
7. Upon signing of the contract by all required parties, appointment becomes effective.

10. FORMS

- 2.1 Authorization to Fill Interim or Temporary Position
- 2.2 Request for Approval of Interim or Temporary Appointment
- 2.3 Request for Approval of Internal Promotion
- 2.4 Authorization for Change of Title/Additional Duties With Pay
- 2.5 Approval for Administrative Faculty and Non-exempt Staff to Teach Courses
- 2.6 Authorization for Academic Faculty to Obtain Administrative Assignment for Course Load Reduction and/or Pay

11. HISTORY OF PROCEDURES

Approved: 00/00/00
Procedure Last Updated: NA