

University of Houston

Proposed Staff Interim Pay Adjustment Procedure

Overview of Interim Assignments

A temporary, acting, interim, or similar assignment may be made to perform all or part of the duties of a higher-graded vacant position, or to perform specific, temporary duties that are not expected to be of a permanent nature. Any such assignment will be designated an "interim assignment."

Per MAPP 02.01.01.V.9, a temporary pay increase may be granted to an employee for additional responsibilities on an interim basis.

Interim assignments are adjustments to an employee's base salary and are not considered additional compensation.

Interim assignments and the amount of the temporary salary adjustment must be approved in advance of any discussions or written communication with the employee.

Interim Assignment Time Period

Interim assignments may not exceed a period of 6 months unless the job is above grade 114 or designated "hard to fill" by Human Resources.

If the period of the assignment will cross fiscal years, it must be ended on August 31 and a new ePAR created to begin the assignment again on September 1.

Types of Interim Assignments

- **Vacancy**

An employee is asked to temporarily assume the duties of a higher graded position that has fallen vacant or whose incumbent is on leave.

Minimum interim term is one month. Maximum interim term is six months unless the job is above grade 114 or designated "hard to fill".

If the interim assignment is to cover a vacancy, the vacant position must be posted within two weeks of incumbent's separation from the university unless the job has been submitted to Human Resources for review and revision.

- **Temporary Reassignment**

An employee is asked to temporarily take on duties outside their normal scope of work.

Duties must be outlined in offer letter to employee.

Maximum term of the assignment shall be no longer than six months.

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- **Other**

All other requests for interim assignment must have **prior approval** from Provost or appropriate VP, specifying duties, pay, and length of interim assignment.

Recommended Interim Pay Increase Amount

Interim for Vacant Title of	Standard Percentage of Salary	Suggested Range		Per Month or Hour
Director	8 %	\$750	\$1000	Month
Manager	7 %	\$500	\$750	Month
Assistant Manager	6 %	\$250	\$500	Month
Team Lead/Professional	5 %	\$150	\$250	Month
Clerical/Trades	4 %	\$.40	\$.80	Hour

General Considerations for Interim Pay Increase Amounts

1. The external market value of a job can be identified by a compensation analyst. Alternatively, if a market value is not available, compensation will provide the UH average salary.
2. If the employee is still performing duties of primary assignment, interim pay should be no more than 70% to 80% of market for the interim job.
3. If the employee no longer performs primary assignment and serves solely in the new capacity, salary can be 85% to 90% of market for the interim job.
4. Interim increase should be no more than 10% of original salary.
5. **All interims above 10% of original salary require prior approval** from Provost or appropriate VP and Human Resources. In all cases interim pay will be capped at 20% of original base salary.
6. Employee's interim pay should not be greater than the pay rate of the previous incumbent except under exceptional circumstances.

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Proposed:

Completing the Request for Staff Interim Form

All interims must be approved on the appropriate form in advance of any written communication with the employee and before any work is performed. The Staff Interim Form is a request form for approval, not an agreement to provide services.

1. Complete all fields in Section I. The first four lines ask for information regarding the employee's primary job.
2. Complete all applicable fields in Section II. This section includes calculated fields for the percent increase and the Interim Comp Rate.
3. If the interim is to cover a vacancy, provide the specifics about the vacant position.
4. Provide a detailed description of the activities to be performed, and specify when the additional activities are to be performed.
5. Space is available if additional justification is needed.
6. In Section III, obtain signatures of the leaders in the employee's department, including the supervisor, department head, and the college or division administrator.
7. The division Vice President, the Vice President's designee, or the AVP for Academic Budgets signs on behalf of the Vice President.
8. The VP or designee forwards the form to Compensation for Human Resources approval.
9. HR returns the fully approved form to the email address at the top of the form. **This is approval for the Interim.**
10. The department communicates approval to the employee by formal interim offer letter and authorizes services to begin.
11. The department uploads the approved form into a Job Change ePAR to adjust the base Comp Rate to the Interim Rate.
12. After the ePAR is approved, the department creates a second ePAR to return the employee to their regular Comp Rate. No attachments are necessary for the second ePAR. Include the first ePAR number in the comments section.

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