

**University of Northern Colorado  
Human Resources Administrative Policy**

**Payment Guidance for Interim Appointments  
HR005**

**Scope:**

The purpose of this document is to ensure fair and consistent application of temporary salary increases for professional employees and to provide guidance on determining an appropriate salary for interim appointments.

In certain cases, it is necessary for a university department to hire an employee on an interim basis. For example, when a position is vacant and the department or unit needs to fill the position for a limited period, the department may make an interim appointment of an existing employee.

**Authority :**

The Director of Human Resources is responsible for developing policies and processes to ensure compliance with Board Policy and University Regulations regarding hiring and compensating all employees. These administrative policies and processes, along with associated forms, provide more specific direction giving consideration to the current operating context and strategic needs.

**Guidance :**

Interim salary rates are established by the appropriate Vice President in consultation with Human Resources. Interim salaries should fall in the range of 80-90% of the existing salary for the position being filled on an interim basis. The difference between the employee's existing salary and the pay for the interim work will be paid using a Personal Services Agreement stipend (PSA).

At the end of the interim appointment, the employee will return to their former position, and the employee's salary and title will revert to their former appointment. Salary will be adjusted consistent with pay distribution models for any pay increases that occurred during the interim assignment.

**Definitions :**

**Interim Appointment** : A position filled on a temporary basis while a search is being conducted or while a department/unit reorganization is taking place.

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