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Chief Human Resource Officer			

PURPOSE

To establish procedures for requesting a stipend for an employee temporarily assuming duties of a vacated position in an acting role as outlined in [APM 03-0311](#).

APM 03-0311 states in part:

“In the event a career position or an administrative/professional position becomes vacant and such position provides extensive services which cannot be assumed by existing staff, an administrator may request that the position be filled on an interim or acting basis. Any salary adjustment or stipend for current College employees shall be according to College policy.

Acting Appointment: The supervising administrator shall recommend an individual to assume the vacant position duties in addition to their current position responsibilities subject to review by the CHRO. No single acting appointment shall exceed twelve (12) months.”


PROCEDURE

I. Responsibilities of the Requesting Department

- a. The requesting Supervising Administrator must complete the [Acting Stipend form](#), located on the Human Resources website under Forms > Compensation.
- b. Route the form for required signatures.
- c. If no end date is entered on the Acting Stipend form, it is the responsibility of the requesting Supervising Administrator to note the reason why an end date is not recorded, and to subsequently notify Human Resources when the stipend is to end.

II. Responsibilities of the Human Resources Department

- a. The Chief Human Resource Officer will review and sign signifying approval of the request before forwarding to the College President for signature. The completed form should be returned to the Director of Compensation & Benefits.

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- b. The Director of Compensation & Benefits will add a job data row to the employee's job record within myFSCJ, with the Action/Reason of POS (Position Change)/ACT (Acting Position) as of the effective date. If the end date is known, the Director will also add a second Job Data row to remove the Acting Stipend, with the Action/Reason of POS (Position Change)/END (End Interim/Temp/Acting Stipend) with the effective end date.
- c. The Director of Compensation & Benefits will forward the completed Acting Stipend form to Payroll via the Payroll shared drive.
- d. The completed Acting Stipend form is to be placed in the employee personnel file.
- e. Human Resources will periodically monitor those in Acting Roles for adherence to time lines to prevent incorrect payments to the employee.

III. Responsibilities of the Payroll Department

- a. Payroll will be responsible for adding the stipend amount on the employee's pay line, as defined on the approved stipend form
- b. In the event an end date is not known, the Acting Stipend pay will continue until Human Resources and Payroll are notified of an end date by the requesting Supervising Administrator.