



**Policy Number 3.3.13**

**Chapter: Administration**

**Title: Temporary Appointments**

**Division/Department: Administration/Human Resources**

**Policy Administrator: Director of Human Resources**

**Adoption Date:**

**Revision Dates:**

## **1. PURPOSE**

The Auraria Board of Directors seeks to improve the efficiency, fairness and timeliness of the employee hiring process at Auraria Higher Education Center (AHEC). This policy establishes the use of temporary appointments to be made when defined hiring processes will not allow the hiring authority to fill a position quickly enough to support a work unit's needs.

## **2. DEFINITIONS**

- 2.1. **Interim Appointment:** A temporary appointment of a non-classified (exempt) employee to a higher level position that is responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including administrative and managerial duties.
- 2.2. **State Classified:** The employment positions and employees within the state of Colorado's personnel system, as defined in C.R.S. Title 24, Articles 50-50.5.
- 2.3. **State Classified Temporary Appointment:** As defined in SPB Rule 1-74.1, an appointment of a qualified person to a State Classified position for a period not to exceed nine (9) months in any twelve (12) month period, inclusive of all Temporary Appointments with any state employer. Types of State Classified Temporary Appointments defined in the SPB Rules include:
  - 2.3.1. Conditional Appointments (SPB Rule 1-74.1)
  - 2.3.2. Appointments to a non-permanent position (SPB Rule 1-56)
  - 2.3.3. Provisional Appointments (SPB Rule 1-62.2.1)
  - 2.3.4. Substitute Appointments (SPB Rule 1-73.1)
- 2.4. **[State Personnel Board Rules \(SPB Rules\)](#):** The administrative rules codified in 4

### 3. POLICY

#### 3.1. State Classified Temporary Appointments:

3.1.1. Hiring authorities may make Temporary Appointments to State Classified positions in accordance with the State Personnel Board Rules.

#### 3.1.2. Temporary Appointees:

- Do not have all of the same rights and benefits provided to classified employees within the state personnel system. Pay range minimums apply. Consult with Human Resources regarding other rights and benefits.
- Shall possess the minimum qualifications for the position.
- Shall not retain the position as temporary longer than nine (9) months.
- Are eligible to be permanently appointed to the position in accordance with hiring procedures for State Classified positions.

#### 3.2. Non-Classified Interim Appointments:

3.2.1. An Interim Appointment may be used whenever a non-classified position is vacant and the responsible division chief and the Director of Human Resources find that it is in the best interests of AHEC to temporarily fill the position with a qualified individual before the formal hiring process can be completed.

3.2.2. Interim Appointees serve at will and have the same rights, privileges and benefits as regular non-classified (exempt) appointees.

3.2.3. Interim Appointments must be for a specified period not less than 30 days nor more than 9 months in duration.

3.3. Any AHEC employee who assumes an Interim Appointment while continuing to fulfill the duties and responsibilities of their original position must meet expectations for both roles. It is expected that the employee will prioritize and manage their workload effectively to ensure that all assigned tasks, both from the interim role and the original position, are completed satisfactorily and in a timely manner.

3.4. The supervisor will provide necessary support, resources, and guidance to the employee to help them effectively manage their workload and responsibilities during the interim period.

- 3.5. Differential Pay: Employees who are temporarily assigned to fill vacant positions at a tier above their current role will be eligible for non-base building differential pay during the Interim Appointment. This pay differential will be calculated as 18% of their current base salary. The employee and supervisor must complete the attached [Differential Pay Agreement form](#) to be approved by the Director of Human Resources. If the Interim Assignment extends beyond the period originally set, the situation will be reviewed for an extension.
  - 3.5.1. No aspect of the pay differential is subject to grievance or appeal, except for discrimination; however, an alleged violation of this policy can be disputed. A decision by the Director of Human Resources in the dispute is final and no further recourse is available.
- 3.6. Interim Appointments will be memorialized on the Temporary Acting Assignment Differential Individual Agreement form.
- 3.7. Unforeseen changes in business needs or availability of funds may require modification or cancellation of the Interim Appointment. Written notice will be given to the employee at least ten days in advance of any significant change.
- 3.8. Non-Student Hourly Temporary Appointments:
  - 3.8.1. Appointments made on a temporary basis, paid by the hour, may be made to State Classified or non-classified positions.
  - 3.8.2. Non-Student Hourly employees are restricted to those individuals employed to meet unexpected workloads, to fill a vacant position while the department evaluates their needs for a permanent replacement, or to provide short-term assistance (seasonal workers, returning retirees helping to train their replacement, etc.).
  - 3.8.3. In any 12-month period, a non-student hourly employee may work only 9 months, including all positions to which the individual is appointed during such period.
  - 3.8.4. Those hired within a State Classified job class must be paid within the specified range.
  - 3.8.5. Non-Student Hourly employees do not have all of the rights and benefits provided to classified employees within the state personnel system. Pay range minimums apply. Consult with Human Resources regarding other rights and benefits.
  - 3.8.6. Pay ranges do not apply to non-classified appointments, but all individuals must be paid at least minimum wage.

3.8.7. Non-student hourly employees are not eligible for annual leave or paid holidays. Pursuant to C.R.S. Title 8, Art. 13.3, AHEC provides paid sick leave to employees who are not otherwise eligible for leave accrued at the rate of 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

3.9. PERA Retirees

3.9.1. Colorado Public Employees' Retirement Association (PERA) retirees may be hired to train, cross-train, transfer knowledge or act in a short-term mentoring role for a new incumbent or to fill a position that is defined as non-supervisory and part-time. PERA retirees may provide specialized knowledge or fill a specialized role or fill an interim vacancy.

3.9.2. PERA retirees are employed at will and do not have the rights and benefits provided to State Classified employees within the state personnel system except for those mandated by law and pay range minimums.

3.9.3. Further, PERA retirees:

- May volunteer for AHEC for as many hours as desired by the employee and AHEC.
- Are subject to a reduction in retirement benefits under certain conditions, as provided in C.R.S. Title 24, Article 51.
- May not work on the first business day of the month retirement is effective.
- Are limited to 110 or 720 hours of work per calendar year. If the work exceeds those limits, PERA will reduce the retirement benefit.

3.9.4. During a Temporary Appointment, and when working as an independent contractor for AHEC, employer contributions and working retiree contributions must be paid on earnings.

3.10. For more information about Temporary Appointments, refer to the [SPB Rules](#) and [contact Human Resources](#).

**4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chairperson of the Auraria Board