


## Permanent or Temporary Changes to an Employee's Position

This document describes how an Academic Staff or Limited Position would be assigned additional duties and responsibilities.

Reassignment of Duties	Increasing Responsibilities (Permanently or Temporary)	Assuming an Interim Position (Full or Partial)
<p>This process is to be used when an employee is expected to perform 100% of their primary duties and is reassigned additional responsibilities that are completely dissimilar from their own, or are from a position that is in a different category/classification. For example, an Assistant Director is reassigned several duties of their Director when the Director position is vacant.</p>	<p>When an employee is expected to perform limited duties that increase their responsibilities from their current assignment. For example, an Administrative Specialist is reassigned duties from their department's vacant Director position. These responsibilities may increase the incumbent's accountability by adding additional supervisor, budget, or management-type controls that they would normally not have been recognized in their primary position.</p>	<p>When a position is vacant and an employee or employees are reassigned to fulfill all or part of that position's duties and the responsibilities of their primary position are either suspended or reduced. For example, a department's Director position becomes vacant. An Administrative Specialist is asked to reduce their Administrative Specialist position by 50% and they also required to fulfill the other 50% of their work with the a portion of the vacant Director role. This produces two positions for the employee.</p>
<p>Transact this process using an overload. Cannot exceed the end of the current fiscal year.</p>	<p>Transact this process using an Employee Action Form.</p>	<p>Transact this process using two Employee Action Forms</p>
<p>Employee signs and receives an executed copy of the overload</p>	<p>Consult with the Budget Office on how much the increase in payment to the employee will be.</p> <p>Request this transaction through the Employee Action Form. This form should direct Human Resources to increase the Full Time Budget (FTB) to the approved level. No other changes to the position will be accepted.</p> <p>This process will require another Employee Action Form from the department to cancel or discontinue the increased FTB once the assignment has concluded. This step is not required if the changes are permanent</p>	<p>Consult with the Budget Office on how much the employee may be permitted to earn in their interim assignment.</p> <p><b>For full interim appointments</b> This transaction will be processed through an Employee Action Form. The specifics of the new position must be completely identified in the EAF and the EAF must identify an end date of the interim appointment.</p> <p><b>For partial interim appointments</b> This transaction will require two EAFs; one to decrease the incumbents current position; and another to establish the new interim position.</p> <p>In either scenario, a new EAF will be required to restore the employee to their primary assignment.</p>
<p>HRS Transactions and Documentation Needed</p> 	<p>The employee receives a memorandum from Human Resources identifying they are receiving either a temporary or permanent increase to their FTB.</p> <p>If temporary, the department should provide a memorandum outlining the expectations and responsibilities to the employee upon the assignment of the new duties.</p> <p>If permanent, the department should modify the employee's PD.</p> <p>Please note that any temporary changes to an employees FTB are not considered when accounting for any UWL or UW System Pay Plan/ increase.</p>	<p>The employee will receive a new appointment document, outlining the specifics of the new partial or full, interim appointment.</p> <p>The appointment will state the employee is entitled to their 'fall back' position in which they currently hold and identify that they are eligible for any pay increase on their normal base pay in their primary position.</p>