

1042.0.0 INTERIM/ACTING APPOINTMENTS

This establishes criteria and parameters for appointing Interim and Acting employees when critical positions are vacated by termination, resignation or the extended absence of an incumbent. It is applicable to all managers/supervisors authorized to make hiring decisions and ensures consistent treatment of such appointments throughout DHS. In no way are such appointments to be used to circumvent the DHS hiring process.

1042.1.0 Definitions

1042.1.1 Interim Appointments - appointments to a position within DHS deemed to be vital to the overall effective and efficient operation of the department. The Interim appointee must meet the State minimum qualifications and any applicable licensures/special conditions of the position, and is paid at the rate normally allowed for the vacated position. Unless approved by the DHS Director, Interim appointments will be limited to positions of: division/office directors, assistant directors, county administrators, assistant administrators, and institution directors (superintendents). Interim appointments shall not exceed six months without written approval of the DHS Director.

1042.1.2 Acting Appointments - temporary appointments to vacated positions that are critical to assure compliance with certification or other external requirements or are critical to the day to day operations. Such appointments are not restricted to any specific position title. Appointees are not paid at the rate normally allowed for the vacated position but rather Acting appointments are to be made by utilizing employees occupying positions at least one grade level above, or in a grade equal to, the position they would be 'Acting' in. Appointees must meet the State minimum qualifications and any applicable licensures/ special conditions of the position. Acting appointments cannot exceed 90 days without written approval of the DHS Director.

- A. Exceptions may be made when a documented justification would support the need to deviate from the above requirements. Exceptions must have prior DHS Director approval.
- B. This policy does not apply to designating "in charge" staff due to temporary absences, etc. This policy applies only when a singular employee is in an "acting" capacity in excess of 14 consecutive working days.

1042.2.0 Freeze Approvals Must be Observed

The DHS hiring policy relative to recruitment and interview is waived for making Interim and Acting appointments. However, applicable procedures and timeframes (freeze approvals/document submission) relative to placing an interim appointment in a vacant position must be observed.

1042.3.0 Originating Section/Department Contact

Office of Finance and Administration
Human Resources/Support Services Section
Policy and Administrative Program Management
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Replacement Notation: This policy replaces DHS 1042 dated May 30, 1988