

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6009

Compensation Policies and Practices

Date Adopted: 1 April 1993
Date Revised: 28 September 2010, 6 September 2019
Date Reviewed: 30 April 2015, 6 September 2019
References: Section VIII, 13 May 2013 Personnel Policy and Procedures Manual, [Section 11.d. Salary Placement for Employees Who are Appointed to Acting Positions](#)

d. Salary Placement for Employees Who are Appointed to Acting Positions

- 1) A regular employee may be appointed to serve in an acting capacity in a managerial position that is recognized in the organizational chart of the college as having executive authority in program direction and development and is head of an office unit. Pay for acting appointments shall be controlled by the following conditions:
 - i. An employee appointed to serve in an acting capacity in a managerial position as defined above shall be compensated not less than 20% salary increase above their regular salary at the time of the acting appointment effective date.
 - ii. The period of service in an acting capacity shall begin at five (5) consecutive calendar days but not more than one year.
 - iii. Compensation for an acting appointment shall be processed upon receipt of the college memorandum of appointment. The compensation when processed shall be made retroactive to the effective date of the appointment.
 - iv. The acting compensation pay is limited only to the duration of the acting appointment.
 - v. There shall be no step increases granted during the acting appointment. Upon return of the employee to his/her regular position (pay level/step placement prior to the acting appointment, the time spent in paid service in the acting position will then count towards any eligibility time required for a step advancement.