

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
APPOINTMENT OF PERSONNEL ON AN INTERIM OR ACTING BASIS BASED ON BOARD OF TRUSTEES' RULE AND TITLE	03-0311	1 OF 2
6Hx7-3.1 Authority to Hire	DATE REVIEWED	
	November 21, 2016	

Purpose

The purpose of this procedure is to set forth the guidelines to be followed when a position is filled on an interim or acting basis.

Procedure

- A. 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.
- B. Interim appointment: The supervising administrator shall only recommend an individual meeting the position's minimum qualifications to fill the position on an interim basis with such recommendation subject to review by the Chief Human Resource Officer (CHRO), or designee. If the individual seeking to be appointed to an interim position is not a current college employee, he/she must at a minimum submit to a criminal background check, drug screen (if required for the position), and complete an employment application.
 1. An employee accepting assignment on an interim basis will return to the individual's regular College position and salary when the interim appointment is completed. An employee filling a vacant position on an interim basis shall be eligible for a regular appointment only when the individual has applied for the job through standard College procedures. No single interim appointment shall exceed twelve (12) months.
- C. 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.

REFERENCES: F.S. 1001.64, 1001.65

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