

# *HR Instructions Manual*

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## EMERGENCY INTERIM POSITIONS

- 1.0 Purpose - Title V, Part VI, Section 53021, requires that a program of recruitment be carried out for the filling of all vacancies. Emergency interim assignments, not to exceed one year, may be made from "in-house only" regular staff where the total number of regular positions in the District shall not be increased and the urgency of beginning the assignment does not allow time for a regular recruitment.
- 2.0 Procedure
  - 2.1 Request for emergency interim appointments shall be directed by the Assistant Chancellor/Site President to the Chancellor for approval.
  - 2.2 Upon approval, Human Resources shall publish and distribute a "Professional Growth Opportunity" to all regular staff. Two weeks shall be allowed for interested regular employees to file a memorandum directly with the Assistant Chancellor/Site President making the appointment, noting their interest in the opportunity.
  - 2.3 The employee shall also include alternatives for the interim replacement of their position in the memorandum of interest.
  - 2.4 The Assistant Chancellor/Site President shall consider any memoranda received and may consider other available staff in making an emergency interim appointment.