



Interim Assignments for Management Positions

Guidelines

Definition: An interim management assignment is defined as:

- a. A temporary appointment to fill a management position vacancy.

Interim Duties: The District may fill a management vacancy with an interim appointment under the following circumstances:

- a. Leave Replacement
- b. Interim Replacement, to allow for full and open recruitment
- c. Professional Services Contract

Time Limits on Interim Appointments:

- a. Leave replacements may be filled by interim appointment for the duration of the leave.
- b. Interim replacements for management vacancies may be filled by appointment for a period not to exceed one (1) year; appointment(s) may be renewed to a maximum not to exceed two (2) years.

Interims Retained on Professional Services Contract

No internal selection process will occur if the District appoints/retains a qualified administrator not current employed by the District to provide professional services under contract, not to exceed two (2) years.

Recruitment and Selection: Human Resources will oversee an internal recruitment and selection process.

- a. District employees shall be provided the opportunity to indicate their interest in being considered for the appointment.
- b. The position announcement will be made available to all YCCD employees via email. Candidates will submit required application documents via the District's online application system.
- c. The recruitment period shall be a minimum of five (5) working days. Qualified candidates must be current permanent employees of the District.
- d. Selection and recommendation for hire will be the responsibility of the hiring manager plus one additional District employee.

Approval of Interim Appointments:

- a. Prior to the start of the interim appointment, the responsible hiring manager shall consult with Human Resources.
- b. For internal selection, a Request to Announce will be completed by the hiring manager and forwarded to the College Vice President and College President (for college employees) / Vice Chancellor (for Central Services employees) and to the Human Resources Vice Chancellor for approval.
- c. Chancellor and Board of Trustees approval is required.

Pay Procedures for Interim Appointments:

- a. Interim appointments shall be placed at Step A of the applicable salary range. If Step A placement results in less than a 5% increase of base pay, salary placement will be determined at the appropriate step of the range which results in no less than 5%.

Nothing herein shall result in a permanent change in job classification.