

## CCS Administrative Procedure

### 2.10.04 – B Selection Practices for Interim Administrative Appointments

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Implementing Board Policy [2.10.04](#)

Contact: Human Resources, 434-5040

#### 1.0 General Standards for Interim Administrative Appointments

In support of student success, operational efficiency, and the professional development of current, full-time exempt district employees, CCS supports interim and enhanced duty assignments where a current budgeted administrative vacancy exists or where an announced retirement/resignation will create an administrative vacancy.

#### 2.0 Transition Plan

Where an administrative vacancy exists, the Chancellor or President, as appropriate for the vacancy, shall develop a written transition plan covering the period of vacancy up to either the employment date of a full-time replacement or one (1) year, whichever occurs first.

- 2.1 A new transition plan will be submitted for any transition/situation exceeding one (1) year.
- 2.2 The transition plan may include provision for an interim replacement of 100% or less of the vacated duties, a temporary reassignment of critical duties to existing personnel (“enhanced duty”), or a combination. The plan will be submitted to the Chancellor for approval prior to implementation.

#### 3.0 Interim Appointments

An interim appointment may be assigned 100% of the vacant duties or a subset of those duties.

- 3.1 Compensation: Where 100% of the duties are to be assigned, compensation for the interim appointment will be at the entry level of the vacated position’s salary range. Where a subset of duties will be assigned, compensation will be set at an internally equitable level as determined by the Chancellor or President in consultation with the Chief Administration Officer.
- 3.2 Recruitment Process: All interim appointments shall be filled through an internal district-wide recruitment. The recruitment announcement will be posted for a minimum of twenty (20) calendar days.
  - 3.2.1 Internal recruitments that fail to produce candidates either the screening committee or Appointing Authority consider capable of executing the assigned duties may then be posted externally.
  - 3.2.2 Where a full-time recruitment will commence in the next 90 calendar days, an “acting” appointment may be made. Acting appointments shall comply with all other provisions of this procedure except that no competitive recruitment process is required. Acting appointments shall not exceed 90 calendar days without prior approval of the Chief Administration Officer.
- 3.3 Eligibility: Any current non-classified district employee may apply and be considered for interim appointment. Interim candidates must meet the minimum requirements for the position. Where the appointment will replace 100% of the vacant duties, the minimum qualifications will be the same as established for the permanent position. Where a subset of duties will be assigned, the Human Resources Office will establish appropriate minimum qualifications.

- 3.4 Screening committees: Committees will be representative and shall be formed consistent with CCS recruitment/selection guidelines and/or Master Contract, as appropriate.
- 3.5 Selection Process: The screening committee shall conduct a screening of all applicants who meet the minimum qualifications, and interview those candidates considered most qualified. The committee will recommend candidates to the appropriate employing official for consideration.
- 3.5.1 Interim appointment will be made only upon approval of the appropriate Appointing Authority and Chancellor.
- 3.6 Candidacy Rights for Subsequent Recruitment: Interim appointees may be candidates for the full-time vacancy. The appointee must apply for and compete for the position. No preference will be given to the interim candidate in the recruitment process.
- 3.6.1 An interim appointee may not have his/her interim application transferred to the full-time recruitment. The appointee must complete a new application packet to be considered for the full-time vacancy.

#### 4.0 **Enhanced Duty Assignments**

Specific duties of a vacant position may be reassigned to existing faculty and staff, consistent with applicable civil service rules and collective bargaining agreements, who meet the minimum qualifications necessary to perform those duties.

- 4.1 Enhanced duty assignment shall not exceed a reasonable subset of duties that would otherwise comprise an interim position.
- 4.2 The temporary assignment of enhanced duties shall be made in addition to current duties and the expectation is the incumbent will perform both sets of duties during the period of assignment.
- 4.3 Appropriate additional compensation, as established in the transition planning process and as approved by the Chancellor, will be granted for each enhanced duty assignment.
- 4.3.1 If the assigned employee is a faculty member, he/she has the right to AHE representation during determination of acceptable additional compensation for enhanced duties.