



Commission Policy

Subject:	Authorizing the Executive Director to Create Temporary Positions	Index: 1-77.47
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I. Normal Business Operations

During times of normal business operations, ~~t~~The Executive Director may authorize and fill such temporary positions as may be necessary to alleviate the effects of emergency situations determined by the Executive Director to be detrimental to efficient District operations.

The Executive Director may authorize and fill such temporary positions (up to three at any time) as may be necessary to retain institutional knowledge and to train employees on cyclical events to ensure a smooth transition for critical positions which are anticipated to become vacant pending an announced retirement/vacancy.

This temporary position authority will not exceed six months. The Policy, Finance and Personnel Committee will have the authority to continue such temporary positions beyond the six month period authorized by the Executive Director.

The Executive Director will report to the Policy, Finance and Personnel Committee semi-annually relative to the creation of these temporary positions.

II. Business Continuity Plan

Upon activation of the Business Continuity Plan, the Executive Director may authorize and fill such temporary positions as may be necessary to alleviate the effects of emergency situations determined by the Executive Director to be detrimental to efficient District operations.

The number of temporary positions created during the activation of the Business Continuity Plan may exceed the number of temporary positions permitted during times of normal business operations, as outlined in Section I, above.

The Executive Director will report to the Commission monthly relative to the creation of temporary positions during the duration of the Business Continuity Plan.