AIMS COMMUNITY COLLEGE PROCEDURE

ACTING AND INTERIM CAPACITY

In certain circumstances, when it would be detrimental to the College or program to leave a mission-critical position vacant for an extended period, it may be necessary to ask a current employee to temporarily take on additional job duties and responsibilities. This may include position vacancies that must be filled in an Acting or Interim Capacity under various circumstances.

In such circumstances, the Senior Management representative responsible for supervision of the position may request appointment of a current College employee in an acting or interim position. Such request shall be made to and approved by the President of the College and such decision shall be made, including appropriate remuneration, on a case-by-case basis.

APPROVED: Dr. Marsi Liddell
Aims Community College President

Date: March 15, 2010

Revised: November 28, 2011