

## EMERGENCY HIRES

### **Purpose**

While open searches will be always used for filling vacant positions, there may be situations where the time frame for a regular search may not meet the needs of the College. In those situations, the President will be permitted to hire individuals on an emergency temporary basis without the need to obtain Board of Trustees approval.

### **Policy**

- A. In limited emergency circumstances where illness, injury, death, or an unexpected retirement, resignation or reassignment has occurred, the President or designee may authorize a temporary, emergency assignment for up to 12 weeks.
- B. A search is not required and the individual selected must meet the minimum qualifications required for the position.
- C. In the event the position will be posted as a permanent position, the President or designee may authorize one extension up to an additional 12 weeks.
- D. The President will notify the Chair of the Human Resources Committee of the Board of Trustees of any assignment pursuant to this policy.
- E. Emergency hire candidates must apply separately for any position to be considered and or hired under normal college hiring practices.
- F. The President will direct Human Resources to promulgate and post procedures to support this policy.

Board of Trustees

November 8, 2007

Revised:

March 18, 2021