

**APPOINTMENTS OF ACTING MANAGERIAL PERSONNEL**

THE SUPERINTENDENT IS AUTHORIZED TO MAKE ACTING APPOINTMENTS TO APPROVED POSITIONS PENDING CONFIRMATION BY THE BOARD AT ITS NEXT REGULAR OR SPECIAL MEETING.

AUTHORITY: F.S. 230.22 (1) (2)  
POLICY ADOPTED: 10/18/79 ;10/18/84

AMENDED POLICY APPROVED: 7/17/90

**RULES**

1. The job description for the position must have had prior approval by the Board.
2. When a position is vacated and a recommendation is made on an acting basis, the criteria or reasons used for the selection of the person shall be furnished to the Board.
3. A time line or anticipated duration of the acting appointment shall be furnished to the Board.
4. Vacancies filled under this policy will not be advertised. However, when filling the permanent position, normal procedures for advertising and selection shall be followed.
5. The salary for the appointee shall be calculated utilizing the first step of the appropriate pay grade or salary schedule, except that no person shall receive a reduction in pay for the temporary appointment.
6. All employees appointed to acting positions shall follow all Board policies, as well as State and Federal Laws.

AUTHORITY: F. S. 230.22 (1)(2)  
RULES ADOPTED: 10/18/79; 10/18/84

AMENDED RULES APPROVED: 7/17/90