

## Policy Code: 7435 Interim Employment

The board strives to employ those candidates who are most qualified to fulfill the duties of the position and perform at the standards established by the board. Occasionally, the board is required to create interim positions or make interim appointments to permanent positions to meet the needs of the district.

An interim employment status may exist if:

- an individual is employed as a replacement when a leave of absence without pay occurs;
- an individual is employed as a replacement when a permanent employee is temporarily disabled and unable to perform assigned duties (i.e., receiving Worker's Compensation or placed on the disability income plan);
- a new position is established for a limited and specified period;
- a vacancy in a permanent position must be staffed expeditiously and time is not available to allow the usual staffing process.

An appointment to an interim position or an interim basis is made for a limited and specified period of time. In no case, will a position remain an interim position for more than two years.

The superintendent or his/her designee will determine the length of all interim appointments.

If an interim position needs to be filled in an expeditious manner, the superintendent may waive the personnel selection process, including posting and advertisement of the vacancy.

If an individual will be employed for at least six full monthly pay periods, benefits are provided during the employment period.

At the end of the interim appointment period, the position will be advertised, and the established employee selection process will be followed.

An interim employee holds no right to the permanent position, nor will he/she be given preferential treatment in the personnel selection process.

Legal Reference: [G.S. 115C-12\(8\)](#), [-36](#), [-47](#), [-275](#), [-287.1](#); [16 NCAC 6C.0403](#)

Cross Reference: Recruitment and Selection of Personnel (policy 7100)

Adopted:

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**Chapel Hill-Carrboro Schools**