

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	APPOINTMENT OF PERSONNEL ON AN INTERIM BASIS	03-0311	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.1 Authority to Hire	September 10, 2025	

Purpose

The purpose of this procedure is to set forth the Florida State College at Jacksonville (FSCJ/College) guidelines to be followed when a position is filled on an interim basis.

Procedure

- A. In the event a career, professional or administrative position becomes vacant and such position provides extensive services which cannot be assumed by existing staff, the supervising administration may request that the position be filled on an interim basis. Any salary adjustment for current College employees shall be according to College policy.
- B. The supervising administrator shall only recommend an individual meeting the position's minimum qualifications to fill the position on an interim basis with such recommendation subject to review by the Chief Human Resource Officer (CHRO), or designee. If the individual seeking to be appointed to an interim position is not a current College employee, they shall complete an employment application, submit to pre-employment requirements for criminal history background reviews, drug screening (if applicable) and reference checking and have the results received and reviewed before commencing employment. Candidates shall be screened through the E-Verify system, or functional equivalent.
 1. A full-time employee accepting assignment on an interim basis will return to the individual's regular College position and salary when the interim appointment is completed. An employee filling a vacant position on an interim basis shall be eligible for a regular appointment only when the individual has applied for the job through standard College procedures. No single interim appointment shall exceed twelve (12) months.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

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