

Administrative Procedure 485

485 - TEMPORARY MANAGEMENT APPOINTMENTS

Background

The Division believes that all of its departments have leadership available at all times.

Procedures

1. In the absence of a senior manager or department head for an extended basis, it shall be expected practice to replace the individual in question internally on a temporary basis.
2. Such an appointment shall be made by posting internally and/or externally, at the discretion of the superintendent.
3. In the event an interim appointment is not deemed to be practical, the Superintendent may make interim arrangements to cover the position in question, documenting the duties to be covered and the additional remuneration to be paid, and the period of time for which the appointment shall be effective.

Rev: 2007