

INTERIM AND/OR PROBATIONARY APPOINTMENTS FOR NON-INSTRUCTIONAL EMPLOYEES OR TEMPORARY PERSONNEL

1. Interim Appointments
 - a. The Board may issue interim appointments to members of the non-instructional staff:
 - i. When a non-instructional employee is on authorized leave or is otherwise unable to perform assigned duties.
 - A. For a period of time in excess of six months-- A non-instructional employee may receive an interim appointment for a term not to exceed the duration of the emergency period or until such time as the regular employee is able to return and perform assigned duties.
 - B. For a period of time less than 6 months-- All employees hired to replace regular employees expected to be on leave for less than six (6) months shall be employed as temporary personnel eligible for all benefits except Florida State Retirement.
 - ii. When a new position is created or added or when a regular position is permanently vacated, provided said position becomes available following the start of the school year at or after a date determined by the Academy President or Management Company Representative. A qualified non-instructional employee may receive an interim appointment for a period not to exceed the duration of the balance of the school year.
 - iii. When the President or Management Company Representative determines circumstances and conditions to be such that it would be in the best interest of the Board to recommend an interim appointment; a non-instructional employee may receive an interim appointment for a period not to exceed the duration of the balance of the school year
 - b. The salary and other benefits of employment of those persons appointed on an interim basis shall be the same as those provided to regular non-instructional personnel, except that the duration of service and compensation for the holders of such appointments shall be limited to only those days during which services are actually required or rendered. Interim appointments may be terminated by the Governing Board upon three days' written notice to the employee by the Academy President or Management Company Representative or director. The compensation for such employees shall be computed at the same daily rate that is allowed to full-time employees with the same qualifications and status.
2. Probationary Appointment:
 - a. The President or Management Company Representative may recommend to the Board to issue a letter of appointment on a probationary basis to a member of the non-instructional staff for a period not to exceed ninety (90) work days.
 - A. Employees who have not completed such period of employment may be discharged without recourse.
 - B. Probationary employees shall not be eligible for any type of leave except accrued sick leave, annual leave, or short-term unpaid leave (due to illness), not to exceed five (5) days.
 - C. The salaries of those persons appointed on a probationary basis shall be the same as those of appointments on an interim or regular basis, except that the duration of service and compensation for the holders of such appointments shall be limited to only those days during which services are actually required or rendered.
 - D. Upon three (3) days' written notice to the employee by the President or Management Company Representative, the Board may terminate probationary employees.

Authority: 120.53, 230.22, 231.001, FS

Implemented: 230.23(5), FS

History: New: 7/01/2004; Revised: 7/07/2005, 3/11/2010

Reference: Palm Beach School District Policy 3.55