

## **Speech and Hearing BC Policy Statement & Procedures**

### **III.3**

#### **AREA: Operations**

#### **SUBJECT: Interim Coverage for Staff Positions**

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##### **POLICY:**

When a staff position that reports directly to the Executive Committee becomes vacant due to illness, resignation, or termination, the Executive Committee, subject to the subsequent approval of the Provincial Council may appoint an individual to fulfill the role and function of the vacated position for a period of no more than three (3) months.

##### **PROCEDURE:**

- When it is determined that the staff position is likely to be vacant for two weeks or more, the Executive Committee may offer the position to a qualified contractor on an interim basis.
- Once the Executive Committee has endorsed a contractor for the position, it will transmit relevant background information on the individual to all members of the Provincial Council no fewer than three (3) days prior to the date of the meeting called to discuss ratification of the Executive Committee's decision.
- If the Provincial Council ratifies the Executive Committee's choice, the President will appoint a representative of the Executive Committee to negotiate a contract with the selected contractor.
- If the Provincial Council rejects the Executive Committee's choice, the position will remain vacant until it is filled through the normal hiring process (See the policy on hiring).
- Both Committees will seek to expedite this process by agreeing to meet in a timely fashion.