

Big Sandy Area C.A.P., Inc. - HEAD START  
Program Policies and Procedures

SUBJECT:

## Emergency Staffing Procedure

POLICY:

The grantee and delegate programs may hire an employee on an interim basis in an emergency situation prior to approval/disapproval by the full Policy Council or Policy Committee.

- *This policy relates to [Head Start Performance Standards 45 CFR Part 1304.52](#)*

PROCEDURE:

1. In order to ensure continued program quality, the program Head Start Director or Executive Director may determine a need to fill a position vacancy ASAP. For this reason, an employee may be hired prior to an approval from the full Policy Council /Policy Committee under the agreement that the employee will be listed as “provisional” and continued employment will be dependent on PC approval.
2. Employees will only be hired as “provisional” in extreme situations that require this action in order to keep the program in compliance with the Head Start Program Performance Standards.
3. Any staff person hired on a provisional basis will be approved/disapproved during the next Policy Council/Committee meeting.
4. All job openings, with the exception of substitutes, will be posted as usual and interviews will be conducted on a normal schedule even if the filling of a position is considered an emergency. The only step in the hiring process that may be delayed due to emergency status is the full Policy Council /Committee approval which must be addressed at the next scheduled meeting
5. Teacher Assistants and Substitute Teacher Assistants are two positions that may frequently require provisional employment status in order to meet classroom staffing requirements at all times.
6. All background requirements must be completed prior to hiring any employee (*provisional or permanent*) that will be in direct contact with children

*Approved by the Policy Council: February 2019*