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| BOARD POLICIES |
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| DIVISION | POLICY NUMBER |
| II. College Employees | 2.03.04 |
| CATEGORY | DATE |
| 2.03.04 Personnel Approvals and Appointments | Adopted: 10/2019 |

2.03.04 PERSONNEL APPROVALS AND APPOINTMENTS

An employee being hired into a full time faculty position or an administrator position will require formal appointment by the Board of Trustees (Board) at a regular Board meeting, on recommendation from the President, in advance of the employee starting in the position.

If the appointment cannot be approved in accordance with the Board’s regular meeting schedule, and there is a critical need for the position to be filled, the Chairperson of the Board may authorize the President to make a provisional hire, allowing the employee to start. The appointment would be ratified at the next regular Board meeting.

An employee separating employment from a full time faculty or administrator position will be submitted to the Board to accept their separation.

Employees being hired into professional, support, clerical, facilities, food service, and police positions do not require advance approval by the Board. These positions will be submitted to the Board in the form of a “classified report”.

Employees separating employment from professional, support, clerical, facilities, food service, and police will be reported to the Board in the form of a “classified report”.