

Title : Processing the Employment of College Personnel

Number :

4020.03

Approved :

12/12/84

Reference :

The District Governing Board has statutory authority to employ personnel within the District. By policy, the District Governing Board has delegated to the College President or personnel designated by the College President the responsibility of processing applications for employment, if the District Governing Board has previously authorized the positions. (In the case of part-time employees, because of the number involved, the varying lengths of service required, as well as different rates of remuneration, the District Governing Board approves budgeted amounts instead of specific positions.)

In view of the constraints referred to above, the following regulations will govern the issuance of personnel contracts, agreements, letters of authorization, etc.

- A. Authorization to employ individuals for positions previously approved by the District Governing Board may be given only by the College President.
- B. No promises of positions, salaries, working conditions, benefits, etc., shall be made by anyone unless authorized by the College President.
- C. An appropriately signed contract must be filed in the Fiscal Control Office before any payments for personnel services can be made.
- D. Checks shall not be released to the employee or contractor before the appropriate service has been rendered. The responsibility for enforcing this provision shall be delegated to the designated program administrator.
- E. Exceptions to these regulations may be made only upon authorization of the College President or personnel designated by the College President.

