

Title :	Administrative Assignment	
Number :		4310.07
Approved :		11/15/21
Reference :		

Administrative Assignment is leave with pay for the purpose of engaging in short-term activities related to the employee's work at the College. Such activities might include, but not be limited to: conferences, workshops, conventions, seminars, recruiting, etc.

Administrative Assignment for the purpose of College business shall be authorized by the College President or personnel designated by the College President.

