

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7110 Delegation of Authority

References:

Education Code Section 70902(d), 88003

The Board delegates authority to the Chancellor to take the following personnel actions, in compliance with law, board policies and administrative procedures and subject to subsequent ratification by the Board of Trustees:

1. Authorize employment (e.g., hire employees and consultants, as noted below) establish employees positions and job responsibilities, and perform other personnel actions (such as employee promotion, dismissal and discipline)
2. Appointment of Professional Experts, subject to Board ratification of the contract
3. Appointment of short-term Employees, subject to Board ratification with specification of the service required to be performed, and the starting and ending date of service, in compliance with Education Code Section 88003.
4. Appointment of part-time (adjunct) faculty members
5. Appointment of student workers
6. Appointment of classified, confidential, or supervisory substitutes
7. Appointment of volunteers
8. Appointment of interim classified, confidential, or supervisory positions
9. Change in full-time equivalent (FTE) status of classified, confidential, or supervisory employees, subject to negotiations with the unions as necessary
10. Approval of overload schedule of full-time faculty members
11. Approval of faculty stipends, subject to agreements with the bargaining units
12. Approval of pre-retirement reduced workload for regular or contract faculty members
13. Approval of additions of positions to organizational chart and/or budget, subject to Board ratification
14. Acceptance of resignation of any employee classifications, to be effective date received by the Chancellor or designee
15. Discretionary leave of absence for all employees, up to 30 days only
16. Approval of temporary out-of-class assignments for all employees
17. Approval of temporary adjustment of employment for classified employees (temporary increase or decrease of FTE)
18. Confirmation of placement on the 39-month re-employment list per the Education Code

The Chancellor will provide a regular report to the Board of Trustees on the personnel actions taken.

Adopted February 5, 2003
Renumbered from CCCD Policy 050-1-1.8, Spring 2011
Revised December 2, 2013