



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

AR 7112 Personnel Assignment Authority

Issued: March 15, 2010

Revised: July 21, 2015

Revised: November 19, 2019

- I. No person may be recommended for employment unless selected in accordance with Board of Trustees' Policies BP 7210 through BP 7270. No person may approve a personnel action written for him or herself. All such personnel actions are to be routed to the organizationally superior administrator, or to the Board of Trustees.
- II. Before starting a selection process, a supervising manager for the position must take the necessary steps to ensure that the appropriate position is adequately budgeted. In addition, a recommendation for employment must be approved by the following managers before a prospective employee is asked to start work:
 - A. The supervising manager for the position.
 - B. (Any additional manager contributing funding for the position.)
 - C. The manager's supervising administrator.
 - D. The Vice President, Administrative Services
 - E. The Vice President of Human Resources
- III. An offer and a start date can be extended to a prospective employee when a completed "Personnel Assignment Request (PAR)" Form 7112A has been submitted to the Human Resources office, and the originating office has received written confirmation that an offer can be extended.

Applicable Administrative Procedure

AP 7112A Personnel Assignment Request (PAR) Processing