



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 7112 Personnel Assignment Authority

**ISSUED: March 15, 2010
REVISED:**

- 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.

- 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 Chief Business Officer (CBO)
 - E. The Dean, 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.

Reference:

Board of Trustees Policy: BP 7110 Delegation of Authority, Human Resources
Administrative Procedure: AP 7112A Personnel Assignment Request (PAR) Processing