

# ADMINISTRATIVE REGULATION

4002

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## AUTHORIZATION FOR EMPLOYMENT

The Education Code provides that the Board of Trustees must authorize all employment. Therefore, the general practice will be to have employees approved by the Board of Trustees before they begin to work.

### I. EXCEPTIONS

The Chancellor has been delegated the authority to hire when necessary per Board Policy 2100. However, all exceptions must be approved prior to the employee beginning work. The appropriate supervisor or administrator should contact the Vice Chancellor of Human Resources or designee to indicate that they wish to have a specific individual start ahead of the Board of Trustees' meeting.

The request should include a specific date for the individual to start work and a reason for the request. The Vice Chancellor of Human Resources or designee will, as quickly as possible, obtain an answer as to whether or not the employee will be permitted to start prior to board approval and notify the appropriate supervisor or administrator.

No employee can start work without either Board approval or specific authority granted per the exceptions approval noted above.

#### *Reference:*

*California Education Code, Sections 70902(d), 72411, 87604, 88003*

Adopted: 08-21-92      Revised: 05-09-19  
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