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.

**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 to indicate that they wish to have a specific individual start ahead of the Board of Trustees’ meeting. If the Vice Chancellor of Human Resources is unavailable, the supervisor should contact the District Director of Human Resources.

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 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*