

# Essex County College College Regulation

## REG 4-11 PERSONNEL EMPLOYMENT ACTIONS

### **Purpose:**

To ensure that appointments, reappointments, and other related job and compensation changes are processed in accordance with established College regulations and procedures.

### **Definition(s):**

**Personnel Action.** Any appointment, reappointment, or other change in employment status or compensation submitted for action and approval.

### **Application:**

1. Personnel actions shall be processed in accordance with college regulations contained in college regulations. (See REGs 4-2, 4-10)
2. The department shall supply required information and supporting documentation for Area Head approval. The Area Head shall review such actions to ensure that relevant information is consistent with program, grant, department and other related guidelines. For personnel employment request in question, the initiating department shall consult with the Area Head and Human Resources Department for appropriate action as necessary.
3. The Human Resources Department shall review recommended actions to ensure that relevant information is consistent with stipulated requirements.
4. The Financial Affairs Area shall review recommended actions to ensure compliance with funding guidelines and approved budgeted position lines, and submit for the President's approval.
5. The President shall review and approve actions requiring presidential approval, and move for Board of Trustees' approval in accordance with college regulations. (See REG 4-2, 4-10)
6. No commitment for appointment, reappointment, or other related job or compensation change of any personnel shall be given, nor shall any such prospective employee commence work, without approval by the President and/or Board of Trustees.
7. Notification of approved actions shall be made by the Human Resources Department to the recommended candidates, relevant areas and departments.

<b>Responsible Official(s):</b>	<b>Reference(s):</b> New Jersey Statutes: <i>N.J.S.A.</i> 18A64A-12(o)
<b>Regulation History:</b> App. 11/95, Rev. 10/01, 12/10, 3/17	<b>Attachment(s):</b>