

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7110 Delegation of Authority, Human Resources**

**References:**

Education Code Sections 70902(d), 87100 et seq., 87400, 87730, 88003, and 88201;  
BP 7230 Classified Employees;  
BP 7355 Retirement

The Board delegates authority to the Chancellor to take the following personnel actions, in compliance with law, Board Policies and Administrative Procedures, and applicable collective bargaining agreement provisions, subject to subsequent ratification by the Board and without the necessity of a signature by the Board President.

1. Approve creation or modification of job classifications, positions, and responsibilities, except for executive management positions.
2. Appoint and execute employment agreements for the following temporary employee categories: professional experts, short-term employees, student assistants, substitutes, and apprentices, and to suspend or dismiss these employees. Suspension and dismissal of these temporary employees are not subject to Board ratification.
3. Appoint part-time (adjunct) faculty members, and execute their employment agreements (if any).
4. Appoint classified and faculty substitutes, and execute their employment agreements (if any).
5. Appoint volunteers and interns, and execute their employment agreements (if any).
6. Appoint acting classified managers, and educational administrators, and execute their employment agreements (if any).
7. Change full-time equivalent ("FTE") status of classified employees,
8. Approve overload of full-time faculty members. Overload of full-time faculty members is not subject to Board ratification.
9. Approve faculty stipends.
10. Approve participation in pre-retirement reduced workload programs for classified and academic employees, as defined in the applicable retirement system guidelines.
11. Approve leaves of absence, and place employees on administrative leave.
12. Approve temporary out-of-class assignments for classified employees.
13. Confirm placement of classified employees on the 39-month re-employment list pursuant to the Education Code.
14. Approve probationary separations of classified employees.
15. Obtain workplace violence restraining orders.

16. Respond to complaints of unlawful discrimination filed by or against a District employee with the Office for Civil Rights (“OCR”), Equal Employment Opportunity Commission (“EEOC”), California Department of Fair Employment and Housing (“DFEH”), or the California Community Colleges Chancellor’s Office.
17. Execute tentative agreements (“TAs”) within the parameters set by the Board.
18. Approve Memoranda of Understanding (“MOUs”) with unions, in the following situations:
  - a. MOUs which involve only a temporary change in a collective bargaining agreement;
  - b. MOUs which provide for an exception to a collective bargaining agreement for one or more individual employees, expressly without having a precedential effect; and
  - c. MOUs which are carrying out the terms of a collective bargaining agreement.

The Board expressly does not delegate the authority to take the following personnel actions:

1. Approve classifications and positions, and job responsibilities for all executive management positions
2. Appoint probationary classified employees
3. Appoint full-time faculty, and approve employment agreements for new contract faculty
4. Appoint educational administrators and execute their employment agreements
5. Suspension, demotion, or dismissal of classified and academic employees

This Policy does not apply to the Chancellor position.

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