

CHANCELLOR'S CLARIFICATION

08-01

April 11, 2008

The Chancellor's Clarifications are presented as a series of explanations and reminders to ACCD employees, vendors, students and others affiliated with our colleges regarding board policies, regulations, and administrative procedures and their implementation. Please retain the clarifications as a quick guide to ACCD policies and procedures. As always, please let me know if you have further questions or recommendations for improvement.

TOPIC: OFFERS OF EMPLOYMENT AND SALARY DETERMINATION

PURPOSE:

To provide guidance on certain personnel actions.

ACCD CORE VALUES: Leadership, Collaboration

SCOPE:

All ACCD employees who are involved in the hiring process or other personnel actions.

CLARIFICATION

The Board of Trustees approved the ACCD *Classification and Compensation Administration Regulations* on June 19, 2007 with an effective date of September 1, 2007. These regulations govern classification and compensation administration for full-time non-faculty employees. They provide for appropriate employee placement within a position's salary range at the time of hiring, and as a result of other personnel actions such as employee transfer, interim duties, and reclassification. Administrators may recommend initial and subsequent salary levels for employees in their line of authority, but only the Associate Vice Chancellor for Employee Services or his/her designee is authorized to designate (1) initial salary amounts; and (2) salary changes resulting from personnel actions.

In addition, only the District Department of Employee Services shall make offers of full-time employment, including offers to prospective full-time faculty members. College or District administrators and hiring managers shall notify the District Department of Employee Services of the person selected through the departmental hiring process. The Associate Vice Chancellor for Employee Services or his/her designee shall then make the official offer of employment. No offer of full-time employment made by anyone other than Employee Services shall be binding upon the ACCD. This *Chancellor's Clarification* acts as an express disclaimer of the formation of any full-time employment relationship that is not based upon an offer made by Employee Services.

The ACCD *Classification and Compensation Administration Regulations* are available online at

<http://www.accd.edu/accd/hr/COMP/Comp%20Plan%20Administration%20Regulations.doc>.

For additional guidance on personnel actions, see *Chancellor's Clarification 07-04* (formerly "*Chancellor's Directive 07-04*"), available online at

http://www.accd.edu/main/html/admin/chancellor/pdf/chancellors_directive07-04_23.pdf .

If you have questions about this clarification, contact Employee Services at 208-8055.

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CONSEQUENCES:

Policy DH(LOCAL) requires that all employees comply with "guidelines that impose duties, requirements, or standards attendant to their status as College District employees." Failure to comply with guidelines may result in disciplinary action, including termination of employment. The *Classification and Compensation Administration Regulations* and the Chancellor's Clarifications and directives are examples of such guidelines.

APPLICABLE POLICIES, PROCEDURES, LAW, REGULATIONS AND CODES:

Note: The following is a representative list of references. It may not be a complete list.

ACCD CODE OF CONDUCT:

EVENHANDEDNESS: Treating others with impartiality

ACCD POLICIES:

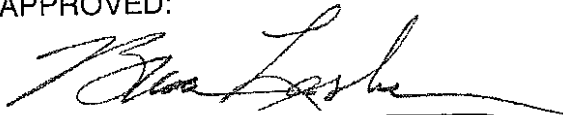
BFA1(LOCAL): The Chancellor has "overall responsibility for College District programs and services, including ... personnel"

DC(LOCAL): Hiring Practices

ACCD REGULATIONS:

Classification and Compensation Administration Regulations

APPROVED:



Dr. Bruce H. Leslie, Chancellor