



District Ethics and Compliance Office  
201 W. Sheridan St. Bldg. C  
San Antonio, TX. 78204-1429  
(210) 208-8042 Phone  
(210) 208-8137 FAX

---

## POLICY UPDATE

*June 21, 2007*

On June 19, 2007 the ACCD Board of Trustees revised the following local policies:

### Local Policy CC - Annual Operating Budget

With certain exceptions, budget transfers totaling more than \$50,000 per fiscal year between major budget categories (Instruction, Public Service, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, Scholarships and Exemptions, Auxiliary Enterprises, and Mandatory Transfers) must be approved by the board. The revised policy exempts the allocation of budget pools, such as equipment and adjunct faculty salary pools, from this requirement. Please contact your college or district budget officer if you have questions or need guidance with budget transfers.

### Local Policy BE - Policy and Bylaw Development

This policy was revised to clarify that "legal policies" issued by the Texas Association of School Boards (TASB) are subject to interpretation by the Board of Trustees and legal counsel. A detailed description of local and legal policies is available at this URL: <http://www.accd.edu/main/html/policies.htm>

### Local Policy CLA - Facilities Planning: New Facilities

The principal revisions to this policy include the consideration of funds or other resources generated for the benefit of the ACCD in naming ACCD property, and the addition of significant historical association (prior ownership of the property) to the list of possible criteria for naming ACCD property.

### Local Policy DGBA - Personnel-Management Relations: Employee Complaints

The chancellor has recently implemented a process for providing thorough review and consistency for terminations, including review and approval by those in the decisional chain, with final approval by the chancellor. Because this process makes the policy no longer applicable in these cases, at-will termination was deleted from the list of actions covered by the policy. Other revisions include the addition of: (1) a list of items that are not covered by the policy because the ACCD provides a separate internal appeal process for them; and (2) a section that provides a detailed description of the mediation process.

*The following policies were also updated for consistency with the compensation plan pay administration regulations:*

Local Policy DI - Assignment and Schedules

This policy provides for employee assignment, reassignment and transfer by the chancellor, with the exception of the District Director of Internal Audit. Internal Audit staff assignments, reassignments, and transfers are subject to board approval.

Local Policy DLC - Promotion and Demotion

Provisions for non-faculty promotion and demotion were added to this policy to provide consistency with pay administration regulations.

Local Policy DC - Hiring Practices

Major revisions to this policy include:

- (1) The addition of a provision for internal advertising of vacant positions;
- (2) A two-year limit on employees serving in temporary/interim positions;
- (3) Provisions for transfer and promotion of employees consistent with policies DI(LOCAL) and DLC(LOCAL) (see above);
- (4) A requirement for background checks for applicants and others seeking to fill security-sensitive positions; and
- (5) The ACCD will not employ a person, contract with an independent contractor, or enlist as a volunteer anyone who has been convicted of a felony or misdemeanor involving sexual contact with a child or abuse of a child; and the ACCD reserves the right to refuse to hire, contract with, or enlist as a volunteer anyone who has been convicted of a felony or misdemeanor involving theft, burglary or robbery.

Other minor revisions were made to these policies. The revised policies should be posted in the online policy manual in approximately 30 days. In the meantime, if you have questions or need a copy of any of them, contact Eddie Cruz, Compliance Analyst (208-8117 or by email at [ecruz70@mail.accd.edu](mailto:ecruz70@mail.accd.edu)) or Carol Riley, District Ethics and Compliance Officer (208-8042 or by email at [criley@accd.edu](mailto:criley@accd.edu)).