
TITLE:	Hiring Authority
NUMBER:	2030
AUTHORIZED BY PRESIDENT:	12/1/86
AMENDED BY PRESIDENT:	12/15/98

The authority to hire full- and part-time employees at Whatcom Community College is delegated as follows provided that such authority may be withdrawn by the President at any time for any reason.

Full-Time Faculty

The College President is the hiring authority for all full-time faculty positions. The appropriate dean may sign payroll authorizations as per the negotiated salary schedule. Any reductions, suspension, terminations, additional responsibility pay or pro rata pay must receive the prior approval of the President before payroll changes occur. Time sheets authorizing part-time salary rates for additional work by full-time faculty members (according to the negotiated agreement) may be authorized by the appropriate dean.

Half- to Full-Time Classified Staff

The College President is the hiring authority for any classified positions of half-time or more. Changes in classification level or assignment must be approved in writing by the President upon recommendation of the appropriate dean.

Part-Time Faculty

The appropriate dean is the hiring authority for part-time faculty positions and may authorize payroll appointments in accordance with the negotiated agreement.

Administrators

The College President is the hiring authority for all part- and full-time administrative positions and will authorize all payroll appointments for those positions.

Less Than Half-Time Non-Faculty

The appropriate dean is the hiring authority for less than half-time non-faculty positions. The rate of pay must be approved by the College Personnel Officer upon consultation with the dean.

The Director of Financial Aid is the hiring authority for student work-study positions. The rate of pay must be approved by the College Personnel Officer upon consultation with the Director of Financial Aid.

Further Delegation for Payroll Appointments

The position/person delegated as hiring authority is also responsible for signing payroll appointments except that the appropriate dean and the Director of Financial Aid may provide written notice to the Business Office delegating the signing of payroll appointments to more immediate supervisors in the following categories:

