

## **Policy No. 602**

**Area: Human Resources**

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in  
Administration & Finance*

Certified by \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
University President

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**SUBJECT: Personnel Actions**

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All personnel actions with a fiscal impact will be reviewed and approved by the Budget Office to ensure that the positions are affordable within the Board of Trustees approved budget. All new Appointments, Transfers, Promotions, and Separations should be noted in the University Information System.

The Board of Trustees will review and approve all personnel actions listed above at the Board meeting immediately following the Personnel Action.