

POLICY NO. 602

Area: Human Resources

Adopted: September 18, 1998

Certified by Original signature on file in
Office of General Counsel
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Personal Actions

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.