

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: POSITION CONTROL	Number: AP 8.01A
Legal Authority: California Education Code Sections 70902, 84740 et seq; Title 5, CCR, Sections 58300 et seq.	Page: 1 of 1

The Chancellor directs that the following regulations apply:

1. All assignments are to be processed according to established Position Control procedures. Such procedures are to be designed to tie personnel with payroll processes to ensure that assignments remain within the District's authorized budget.
2. It is the duty of each department and division to establish internal procedures that ensure personnel actions are submitted according to the procedures and timelines applicable to each employee service and within budget allocations.
3. No potential employee is to be instructed to report to service until all requirements specified in this regulation and its corresponding procedure(s) are completed. In the case of emergency hires to ensure continuity of services, Chancellor must approve all exceptions.
4. All personnel actions must include a Begin Date and, when applicable, an End Date.
5. Assignment personnel actions are not to be submitted prior to the establishment and budgeting of the position.
6. Personnel assignments requests cannot be approved until the above requirements are met on or before the requested effective date of the action.
7. Each initiating department and processing area is responsible for monitoring the status of personnel actions to ensure processing is accurate, timely, and when applicable, needed corrective actions are initiated.
8. Audit reports and specialized summary reports are to be maintained and provided to departments to assist with this process.