

CCS Administrative Procedure

2.10.01-A Appointing Authority and Disciplinary Action

Implementing Board Policy [2.10.01](#)
Contact: Human Resources

1.0 Objective and Responsibilities (summary of Board of Trustees Policy 2.10.01)

The Community Colleges of Spokane (CCS) Board of Trustees appoints the Chancellor, and, with the recommendation of the Chancellor, college presidents. Each unit executive then has delegated appointing authority to appoint, without prior approval of the board, eligible persons to positions within their unit of responsibility. The appointing authority is the only official authorized to implement formal disciplinary action.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Appointing authority: The lawful authority under Washington Administrative Code ([WAC](#)) [357-01-025](#) and these procedures to make appointments of eligible persons to CCS positions and the authority to demote, suspend, reduce in salary, separate or dismiss an employee under their jurisdiction.
- 2.2 Employing official: The administrative or supervisor employee designated by the appointing authority to exercise responsibility for recommending appointment and disciplinary action to the appointing authority.
- 2.3 Executive: One of the following, as appropriate: Chancellor, Spokane Community College President, Spokane Falls Community College President.
- 2.4 Formal disciplinary action: The act of demoting, suspending, reducing the salary of, or dismissing an employee under the jurisdiction of the appointing authority for just cause and consistent with state law, procedural regulation, contractual agreement, and applicable collective bargaining agreement.

3.0 Delegation of Appointing Authority

The Board of Trustees designated the delegation of appointing authority by employment type in CCS Administrative Procedure [1.40.01-A](#) Delegation of Authority.

4.0 Disciplinary Action

The appointing authority is the only official authorized to implement formal disciplinary action. Employing officials may recommend such action but do not have the authority to implement that recommendation.

- 4.1 Disciplinary actions shall be implemented consistent with applicable state law, regulation, procedures, contractual agreements, and collective bargaining agreements where applicable.
- 4.2 The appointing authority will consult with the Human Resources Office prior to implementing formal disciplinary action.

5.0 Related Information

- 5.1 Applicable Collective Bargaining Agreements:

- 5.1.1 For represented classified employees – [Collective Bargaining Agreement with Washington Federation of State Employees](#)
- 5.1.2 For represented faculty – [Master Contract with Association of Higher Education](#)
- 5.2 CCS Administrative Procedure [1.40.01-A](#) Delegation of Authority
- 5.3 [WAC 357-01-025](#) Appointing Authority

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