

CCS Administrative Procedure

2.10.01-A Appointing Authority and Disciplinary Action

Implementing Board Policy [2.10.01](#)

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1.0 Purpose

The 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 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, or separate, including dismiss an employee under his/her jurisdiction.
- 2.2 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, and contractual agreement.
- 2.3 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.
- 2.4 Executive: As used in this procedure means one of the following as appropriate: Chancellor, SCC President, SFCC President.

3.0 Delegation of Appointing Authority

The Board of Trustees designated the Delegation of Appointing Authority by employment type in 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 effectively 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 and/or contractual agreements.
- 4.2 The appointing authority will consult with the Human Resources Office prior to implementing formal disciplinary action.

5.0 Related Information

- 5.1 Administrative procedure [1.40.01-A Delegation of Authority](#)
- 5.2 [WAC 357-01-025](#) Appointing Authority

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