

D.12.1 (Policy) Personnel Action Planning and Approval

Responsible Department: Human Resources

Board Adoption: 10-25-11

Last Board Action: 10-25-11

Personnel actions will be planned and submitted to the Human Resources Department at least two weeks prior to the planned effective date.

Personnel actions will only be submitted retroactively when pre-planning is impossible, such as employee resignation without notice or leave of absence for a medical emergency. When pre-planning is not possible, personnel actions will be submitted to the Human Resources Department on the next business day.