

## **D.2.5 (Policy) Hiring Authority, Status, Assignments and Duties**

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action: 7-25-17

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*In this policy the term "Chancellor" means "Chancellor, Interim Chancellor, Acting Chancellor, or designee, including a College President."*

### **Hiring Authority**

*Non-Contract and Temporary Contract Employees:* The Chancellor, in consultation with the appropriate College President or Vice Chancellor, shall hire all non-contract and temporary contract employees with the exception of the Board Liaison, who shall be hired by the Board.

*Administrators and Full-Time Faculty:* The Board shall hire the Chancellor and the District Director of Internal Audit. The Chancellor, in consultation with the appropriate College President or Vice Chancellor, shall recommend all other administrator and full-time faculty contracts to the Board for approval.

*Exceptions:* The Chancellor may employ personnel for whom Board employment approval is necessary pending Board approval when, in the opinion of the Chancellor, the deferral of employment authorization until the next regular Board meeting would cause a significant disruption in the operation of the College District. Employment so authorized shall be submitted to the Board for consideration of contract approval at the earliest practical time.

### **Status**

All non-contract employees are employed at will, are not employed for a specific length of time, and have no property right in their employment. Non-contract employees may be dismissed at any time, for any legal reason, or for no reason.

Contracted employment does not create any entitlement to employment beyond the current term of the current contract. Renewal of a contract is not automatic.

### **Assignments and Duties**

All employees, except for internal audit department employees and the Board Liaison, are subject at any time to assignment, reassignment or transfer to vacant or new positions by the Chancellor. The position to which the employee is assigned, reassigned, or transferred shall not be advertised. With the exceptions noted below, a college President, Vice Chancellor, or other direct report to the Chancellor, as appropriate, may propose internal transfers to the Chancellor for review and approval if a reasonable basis exists for the transfer and the action will benefit the College District. The District Director of Internal Audit is not subject, during the term of his/her contract, to reassignment or transfer by the Chancellor or any other College District employee. Any proposed assignments, reassignments or transfers of internal audit department employees are subject to approval by the Board after consultation with the District Director of Internal Audit.

In addition to their primary assignment, College District employees may have employment or business activities outside the College District, or additional assignments within the College District in accordance with College District policies and procedures.

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No College District employee or others described in Policy [D.2.4](#) shall provide or seek to provide independent contractor or consultant services, or act or seek to act as a vendor to the College District (for additional information see [D.2.4](#) and [C.1.5.1](#)).

No College District employee shall use College District resources for any outside employment, or any other activity that is not official College District business performed in carrying out the employee's assigned College District duties (for requirements related to the use of information technology resources see [C.1.9](#) and [C.1.9.1](#)).

Procedure [D.2.5.1](#) Hiring Authority, Status, Assignments and Duties

*Legal Reference - TACC Policy Reference Manual*

DCC(LEGAL) – Employment Practices: At-Will Employment