

Policy 5015: Personnel Action Guidelines

Original Date: February 18, 2026

Status: Approved

PURPOSE

The purpose of this policy is to set forth the guidelines and procedures for the types of personnel actions necessary to acquire and position both full-time and part-time employees of the District to effectively fulfill the many employee roles and responsibilities established within Santa Cruz County Provisional Community College District's organizational structure.

BROAD GUIDELINES

1. Personnel action procedures will comply with federal and state legal requirements as may be applicable to specific situations and actions.
2. All personnel actions require approval from the CEO. New hire approval and employer-initiated termination of employees is further dependent upon approval by the District Governing Board (Policy 1010).
3. The CEO, or Human Resources Administrator, is responsible for oversight and direction of personnel action procedures. The CEO or Human Resources Administrator will communicate with the CEO and appropriate administrators at all stages of the personnel action activities undertaken.
4. District stakeholders involved in personnel actions acknowledge and commit to the Ethics (Policy 5000) and Equal Opportunity Policies (2015, 5002) policies of the District.
5. The CEO has the authority to direct and approve personnel action(s) for the good of the District (Policy 2010). At times, after consultation with appropriate high-level administrators, weighing the available information germane to the unique circumstance, and considering the best interests of the District, the CEO may direct a personnel action be taken outside of prescribed procedures or with abbreviated or appropriately adjusted procedures as may be necessary.

DEFINITIONS

- **Personnel Actions** – any process or procedure undertaken by the appropriate administrator of the District that affects the employment, conditions of employment, staffing levels, management, supervision, and/or treatment of an employee or position within the District. A few examples of personnel actions are defined below.
- **New hire** – an individual not currently employed by Santa Cruz County Provisional Community College Districts that is selected to fill a vacant position.
- **Transfer** – movement of a current employee from one classified position to another position of the same classification generally between different departments or areas of responsibility.
- **Promotion** – movement of a current employee from one classified position to another position at a higher classification and level of responsibility.
- **Demotion** – movement of a current employee from one classified position to another position at a lower classification and level of responsibility.
- **Termination** – ceasing the employment status of an individual through action taken by either the employee or the employer.
- **Suspension with or without pay** – short-term cessation of employment duties usually pending an investigation into certain behaviors and/or actions.