

After approval by the Board or Chancellor, as appropriate, the College District director of human resources may execute contracts of employment for full-time contractual personnel. An appropriate College Vice President and Vice President of Business may execute contracts of employment for part-time personnel. Contracts of employment for part-time personnel in business services may be executed by a College Vice President of Business.

All employment contracts must comply with approved policies and procedures. The College District director of human resources shall review all contracts for compliance with approved compensation schedules, workload requirements, benefits, and other policies and procedures. The College District director of human resources is authorized to correct any errors or omissions in contracts of employment as they may appear and promulgate procedures to implement the corrections.

**Special Employment
Contracts**

Supplemental

A College President or designee, or if in a District office, the appropriate Vice Chancellor or designee, is authorized to enter into supplemental employment agreements with full-time personnel. Supplemental employment is defined in DJ(LOCAL).

Released Time

The appropriate Vice President and College President are authorized to approve a released time assignment under a full-time employment contract.