Personnel Requests Requiring Board Approval
Signature Timeline

Classified:
Differential Pay Requests
Increase in Employee Workload Request
Request for Temporary Increase/Decrease Workload
Special Project Request – Classified Temp Hourly
Request to Change Salary Budget Code

Certificated:
Special Project Request-Certificated Academic

Other:
Professional Expert Employment Requests
Non-Classified Short-Term and Sub Assignment Authorization

Regular BOT Meeting	Initiating Administrator/Manager	Area VP	VP Business Services	President Signature	Original received Human Resources
April 19, 2016	3/14/16	3/21/16	3/23/16	3/25/16*	4/7/16
May 17, 2016	4/14/16	4/21/16	4/22/16	4/25/16*	5/5/16
June 21,2016	5/11/16	5/18/16	5/20/16	5/23/16*	6/2/16

*Special Project Requests require budget approval/signature; the President's office will forward original document via district mail to budget control.

Travel Request Signature Timeline
(In and Out of State Requests)

Out-of-State Request Prepared (to include req's)	Supervisor/Dean	Area VP	VP Business Services	President	Due to Chancellor's Office for Board Agenda
Two months **prior to Board Deadline (Recommended)**	Three weeks prior to Board Deadline	Two weeks prior to Board Deadline	10- days prior to Board Deadline	One week prior to Board Deadline	First Friday of Month
In State Request Prepared (to include Req's)	**No later than** Six (6) weeks prior to travel	**No later than** Five (5) weeks prior to travel	**No later than** Four (4) weeks prior to travel	**Travel and purchase requisitions should be fully approved and received by District Business & Financial Services at least three (3) weeks prior to check-in date.**	