

GRAYS HARBOR COLLEGE
Operational Policy

Subject: EXECUTIVE ADMINISTRATOR FOR PERSONNEL

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Operational Policy Number: 200

**Date adopted: 8/1/75 Revised: 3/21/77, 12/14/98, 1/18/2000, 3/21/06, 3/15/11 Reviewed:
11/20/18; Revised 7/18/23**

It shall be the duty of the president or designee(s) to perform as the appointing authority and personnel administrator for the employees who are classified under the rules and regulations of the Department of Personnel, Higher Education Unit and to classify and compensate those employees within the wage schedules, rules and regulations of that Board.

It shall also be the duty of the president, or designee(s) to perform as the appointing authority and personnel administrator for any employees who are exempt from the rules and regulations of the Department of Personnel, Higher Education Unit. The president or designee shall reappoint and/or employ, assign their duties, and establish salary placement of the full-time faculty members, part-time faculty members, administrators and other employees who, in the judgment of the president, are required to perform the necessary functions of the college.