

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

TO: Human Resources Division

Date:

FROM: _____
Signature of President/Vice Chancellor

LOS ANGELES HARBOR COLLEGE

SUBJECT: **Authorization to Fill full Time Benefited Position (Academic or Classified)**

Restricted Hiring Policy:

Effective January 14, 2008, submittal of this document to the Deputy Chancellor is required before any selection activity may occur for any academic or classified position that qualifies for benefits. The policy aims to achieve an appropriate level of cost containment to the extent possible during a period of fiscal exigency. Selection processes already underway prior to this date may proceed but a completed form should be forwarded to the Deputy Chancellor.

1. Attach District Hiring Form (check appropriate box)

- C1121 – Classified hiring
 NOI – Academic hiring (faculty and administrative)

2. Rationale for Priority Hiring Request (attach additional sheet if necessary)

3. Approved Status

- Approved**
(If approved, proceed with regular District academic hiring or Personnel Commission classified hiring procedures)

State any special conditions:

- Not Approved**

Deputy Chancellor

Date: _____

Return the completed and signed form to Human Resources Division and, if Classified, copy to Personnel Commission.

