

**SUBJECT: PERSONNEL ACTION**

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1. Permanent positions are those that have been established with the approval of the State Board of Education. Permanent positions are established individually or collectively, as is the case when the Operating Budgets are approved. Since the authority to establish permanent position rests solely with the State Board of Education, the establishment of a permanent position must be approved by the Board **before** any appointment or contractual commitment to fill the position is made.
2. The Office of Administrative Services is responsible for the control of personnel costs. Therefore, personnel actions must be assessed by the Office of Administrative Services before any binding commitments are made.
3. Lewis-Clark State College is an equal-opportunity/affirmative action employer. As such, compliance with all federal regulations must be determined for all personnel actions subject to those regulations before any binding commitments are made.
4. The revised Personnel Action form should be used to initiate all personnel appointments, terminations, or changes in status. The Personnel Action form requires the approval of the administrators who are responsible for the employee's element or department within the college's organizational structure. The Personnel Action form initiates all data entry into the Employee Information System (EIS), which generates all payroll functions. Therefore, priority processing and routing should be given to ensure a timely payroll response to the action being taken.
5. All copies of the Personnel Action are to be routed to the proper budget administrators for approval. A signed copy will be returned to the initiator.