



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Employment

**NO.** 4.1

**SECTION:** Classified Personnel

**PAGE:** 1 of 1

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The President shall recommend to the Board all full-time employments and full-time terminations which shall require Board action and approval.

All full-time resignations and all part-time employments, part-time resignations and part-time terminations will be reported to the Board by the President for informational purposes only and shall not require Board action or approval.

The Board will review and approve all requests for new classified personnel positions with the exception of tutor positions, as tutors do not exceed nineteen (19) hours of work per week. The Board will review and approve a certain number of total hours that tutors may work during a designated period of time. The Board gives the President or his/her designee the authority to hire tutors to provide tutoring services up to the total number of approved hours for the designated period of time.

Terms and conditions of employment shall be in writing

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977; January 23, 2019; September 23, 2020

**DATES REVISED:** March 24, 1983; December 20, 2001; September 22, 2010

**REVIEWED DATES:** December 19, 2018; August 26, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527