



<b>TITLE:</b>
Hiring District Employees Policy
<b>ADOPTED BY BOARD OF HARBOR COMMISSIONERS:</b>
November 24, 2014
<b>EFFECTIVE DATE:</b>
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
<b>SUPERSESSION:</b>
This policy supersedes Administrative Policies # 100 – Hiring District Employees and #12325 – Employment Application and Selection Procedures.
<b>PURPOSE:</b>
To set policy for the hiring of Oxnard Harbor District personnel to carry out the mission and functions of the District.
<b>POLICY:</b>
<p>The Board of Harbor Commissioners is responsible for the selection and appointment of a CEO &amp; Port Director who shall serve under the terms of a contract as approved by the Board.</p> <p>The CEO &amp; Port Director is responsible for the recruitment and hiring of all types of employees as identified by federal, state, or local laws, ordinances or regulations.</p> <p>The CEO &amp; Port Director shall provide the Board with an updated organization chart during the preparation process of the District's annual budget process.</p>
<b>RELATED POLICIES AND PROCEDURES:</b>
None.
<b>DEFINITIONS:</b>
Employee - Any person employed by an employer. Independent contractors and volunteers are not employees.