



Approval Process for Vacant Positions Not Included in Program Review

Procedure for CLASSIFIED & MANAGEMENT POSITION REPLACEMENTS

Regardless of funding, replacements are not automatic. Each replacement will be reviewed according to the following process and criteria.

1. Area manager provides justification to immediate supervisor for/against replacing a current vacant classified or management position.
 - a. What are the needs that warrant back-filling?
 - b. What happens if the position is not back-filled?
 - c. What are the plans to accommodate the negatives of not back-filling?
 - d. Are there other options to consider?
 1. Distributing across other positions the work, within classification.
 2. Distributing across other positions the work, and work out of class if applicable.
 3. Re-organize to combine areas/divisions.
 4. Re-organize to include reclassifications.
 5. Eliminate service/program.
 6. Decrease services.
 7. Other
2. Supervisor submits request to Vice President for consideration.
3. Vice President submits to Cabinet for approval/denial.
4. Superintendent/President provides updates as information items to Budget Committee and Shared Consultation Council.

REQUEST FOR NEW CLASSIFIED OR MANAGEMENT POSITION: (General fund positions)

A new classified or management position may be considered outside of the annual Program Review or Snapshot prioritization process if sufficient justification occurs. The following process and criteria will be used.

1. Area manager provides justification to immediate supervisor for creating a new classified or management position.
 - a. Is the new position necessary to maintain program integrity or safety?
 - b. Was this need noted in the most recent Program Review or Snapshot Report? If not, why?
 - c. What are the needs that warrant a new position?
 - d. What is the funding source? Will the new position generate new sources of income?
 - e. What happens if the position is not created?
 - f. What are the plans to accommodate the negatives of not creating the new position?
 - g. Can reorganization occur to accommodate the new position? E.g., What position(s) will be eliminated or other structural changes made to accommodate this request?
2. Supervisor submits request to the appropriate Dean/Director for consideration.
3. Dean/Director submits request to the appropriate Vice President for considerations.
4. VP submits to Cabinet for approval/denial. If approved, recommendation moves forward to SCC.
5. Superintendent/President presents Cabinet decisions and justification for new position to SCC for their recommendation as an action item.

REQUEST FOR NEW CLASSIFIED OR MANAGEMENT POSITION: (Non-general fund positions)

1. Area manager provides justification to immediate supervisor for creating a new classified or management position.
 - a. Is the new position necessary to maintain program integrity or safety?
 - b. Was this need noted in the most recent Program Review or Snapshot Report? If not, why?
 - c. What are the needs that warrant a new position?
 - d. What is the funding source? Will the new position generate new sources of income?
 - e. What happens if the position is not created?
 - f. What are the plans to accommodate the negatives of not creating the new position?
 - g. Can a reorganization occur to accommodate the new position? E.g. what position(s) will be eliminated or other structural changes made to accommodate this request.
 - h. Is there any long-term commitment to this position should the source of funding be reduced and/or eliminated?
2. Supervisor submits request to the appropriate Dean/Director for consideration.
3. Dean/Director submits request to the appropriate Vice President for considerations.
4. VP submits to Cabinet for approval/denial. If approved, recommendation moves forward to SCC.
5. Superintendent/President updates SCC as an information item.

FACULTY POSITIONS

1. Follow the current FHP replacement process for new and/or replacement faculty positions.
2. For emergency faculty replacements, follow the Emergency FHP Procedures in FHP Procedures.
3. For programs involving grants, contract education or other external sources of funding, faculty positions will be determined following Policy and Procedures 4020 “Educational Program Development, Modification and Continuance.”

Adopted by the SCC, February 15, 2012