

Position Management & Control Plan

***Please note: Once downloaded, this entire document is completely customizable. Edit any sections to correspond with your district policy. Share with your district-wide stakeholders.*

Table of Contents

- What is School District Position Management & Control?..... 3
- Who Should be Involved in the Conversation? 5
- Personnel/Staff Changes & Vacancies..... 6
 - How to Fill a Vacancy..... 6
 - Creating Positions that Vary in Duration (9-10 Months, Temporary, etc.) 6
 - Request/Approval Workflow for New Positions/Vacancies 7
 - Changes in Employment Status..... 7

What is School District Position Management & Control?

Position management and control across the district will help ensure that administrators have access to real-time budget information as it relates to school district staff. This process designates specific information to each unique position district-wide. Regardless of the staff member filling the specific job role, the integrity of the designations (agreed upon by district stakeholders) stays intact. Making each hiring and staffing change event streamlined and in compliance with district policies and guidelines.

The information tied to each position will include the following:

- Pay structure
 - › Steps
 - › Stipends
 - › Grades
 - › Cycle
 - › Supplementals
- Accounting code block information (Funding distribution/budget codes)
 - › Fund
 - › Function
 - › Object
 - › Sub-Object
 - › Organization
 - › Program Intent Code
- Assignment details
 - › Permanent/Part-time/Temporary
 - › Department/Grade-level
- Security permissions
 - › Access to data
 - › Reporting

The district will begin the year with budget that is specifically allocated for positions:

- District-wide
- School or campus-based
- Permanent
- Part-time
- Temporary
 - › Substitutes
 - › Short-term (several days/weeks)
 - › Long-term (several months)
 - › Year-long (9-10 months VS 12 months)

These funds are set aside for individual schools, departments or a combination of the two. Each school administrator determines how funding will be allocated with regards to salaries and benefits for the year, ensuring that each designation is in accordance with the district policy rules and guidelines. This information is reviewed and approved by various stakeholders across the district:

- Human Resources
- Finance
- Payroll
- Superintendent
- School Board of Education
- Etc.

Who Should be Involved in the Conversation?

Human Resources

The district CHRO/Director of HR is responsible for validating compensation and benefits related information (all the information that influences the financial impact of a position on the district budget including the pay steps, stipends, grades, cycle, supplementals and benefits packages). Human Resources will also be responsible for posting vacant positions in a timely fashion, confirming recommendation to hire, alert applicable administrator(s); sending offer letters, onboarding documents and instructions for what to expect throughout the hiring process.

Finance & Payroll

The district CFO/Director of Finance/Director of Business/Payroll Manager is responsible for ensuring compliance with budget. When requests for new hires/filling vacancies come through, this stakeholder will confirm budget availability and initiate approvals/denials.

School/Campus-based Principals

The school/campus-based principal is responsible for creating and submitting the job description and request to the Human Resources department. Principals are also responsible for reviewing applications/resumes/related documents for top candidates and ultimately making the recommendation to hire.

Superintendent

The district superintendent is responsible for making the final decision to hire (or not hire) all new staff members, as well as appointing all position changes internally across the district.

School Board Members

The School Board members are responsible for ensuring that the position management plan is in accordance with the community's values, beliefs and priorities.

**This team of district-wide stakeholders will be responsible for ensuring compliance with district, state and federal policies and guidelines.*

Personnel/Staff Changes & Vacancies

How to Fill a Vacancy

When a staff member leaves the district through resignation or termination, the school/campus principal will request that the position is filled. This request will be routed to the appropriate Finance & Payroll professionals for review and approval. Once approved, the appropriate Human Resources professional will post the vacancy through all available channels (district job board, digital job boards, social media, etc.). Next, the principal who submitted the job requisition will review applications/resumes/related documentation, and when a top candidate has been identified, will make the recommendation to hire.

At this point, Human Resources will accept/approve the recommendation to hire and the superintendent will appoint the new employee to the corresponding position.

Creating Positions that Vary in Duration (9-10 Months, Temporary, etc.)

Occasionally, it becomes necessary to reallocate previously approved budget to accommodate unique K-12 specific scenarios. School/campus-based and district-wide administrators need to have the flexibility to request and fill assignments that vary in duration.

Not all district employees are 12-month employees. Assignments can vary from days to weeks to months. It's particularly necessary to be able to accommodate 9-10 month instructional or administrative positions.

These unique position requirements still carry the same security needs as a full-time employee; therefore, it's imperative to designate proper security permissions at the position level regardless of the duration or permanence of the request.

Request/Approval Workflow for New Positions/Vacancies

School/Campus-Based Principal	Submit request for position
Finance & Payroll	Reviews and approves or denies request
Human Resources	Posts approved position
School/Campus-Based Principal	Reviews applications/resumes/related documentation, makes the recommendation to hire
Human Resources	Accepts/approves recommendation
Superintendent	Provides final approval to hire
School Board	Reviews and approves (pending whether the hiring event complies with the community's values, beliefs, and priorities.)

Changes in Employment Status

If/when there is a change in employment status for a current district employee, the employee will assume the pay structure, accounting code block/funding distribution/budget codes, assignment details and security permissions of the new position on the effective date identified by the hiring administrator.

Changes in employment status include, but are not limited to:

- Reappointment or transfer to a new position
- Relocation to a new school in the district
- Change in pay structure
- Change in hours worked per week (FTE)
- Change in source for funding