

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.05065 DR

CREATION AND REVISION OF EMPLOYMENT POSITIONS

3.05065 DR

I. Definitions

Individually Budgeted Position: A full-time or flexible part time position listed in the budget as an individual line item.

Open Position: A vacant budgeted position for which applicants are sought.

Staffing Table: A district list of individually budgeted positions maintained by the office of human resources.

Vacant Position: A position approved and listed on the staffing table which is not filled. A vacant position is not automatically open for recruitment.

Temporary Position: A position not considered permanent because of internal or external funding limits or one designated to exist for a limited period.

II. New Positions

The process creating a new position is:

- A. Preparation of a staffing table revision form
- B. Recommendation by the unit officer
- C. Classification review if necessary
- D. Budget verification by the business manager
- E. Approval by the vice chancellor of educational services and instructional technology for faculty positions.
- F. Approval by vice chancellor of administrative services
- G. Approval by chancellor
- H. Verification and processing by the office of human resources
- I. Listing of the position in the staffing table

III. Existing Position Revisions

A staffing table revision form shall be used to document:

- A. Changes in existing positions such as title update, location, budget code change, or salary range. Major changes in duties or responsibilities shall be subject to a classification review.
- B. Limited duration and grant funded positions continuing into the next funding year.
- C. The elimination of a position.

Approved: Chancellor
June 14, 1998