

SANDIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 2025

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CLASSIFICATION FISCAL MANAGEMENT, BUDGET

EFFECTIVE 11-10-72

SUBJECT POSITION CONTROL

REVISED 9-9-91

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing certificated and classified position additions or deletions subsequent to adoption of a final budget by Board of Education, and to provide for processing and approval of costs and funding associated with such additions or deletions.
2. Related procedures:
Assignment and change of cost center numbers. No. 2030
Classification of classified staff positions. No. 7540

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy: C-2000, C-2200, C-3000, C-3800, D-1000, I-1000, I-1020, I-1300, I-3000, I-3010, I-4700, I-5000, I-7000, I-7001.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Budget Management and Cost Controls Department.
2. Definitions
 - a. Major cost center: School Services Division Areas I, II, III, IV, and central office divisions and departments.
 - b. Detail cost centers: Schools, central offices, etc.
 - c. Verified vacancies: A vacancy that has been verified by Budget Management and Cost Controls Department.
3. Development and Adoption of Annual Budget. Annual budget requests for each major cost center include the detail of full-time positions, part-time and hourly help, equipment, supplies, and other expenses based on specific program goals. Once adopted by Board of Education, all subsequent position additions or deletions by a major cost center must be processed and approved in accordance with policies and procedures outlined in this procedure.
4. Authority to Hire. No person may be employed as a regular monthly, full- or part-time employee without prior establishment and approval of a position and funding as evidenced by final budget adoption, or by an "Assignment Authorization, Certificated and Classified" on file processed in accordance with this procedure. Division head to whom positions are allocated is authorized to request Human Resource Services Division to fill verified vacancies. (See Section C.2.c.)
5. Levels of Approval (Decision-Making). As a general rule, the control, or the accountability and responsibility, rests with the highest level management employee required to approve an action.

- c. 5. 'a. Assignment of people to programs within a school (detail cost center) : Principal is the highest level of approval.
- b. Allocation of positions to schools based on staffing formulas and within the division's budget or externally-funded project authorization: Certificated Personnel Department and Classified Personnel Department are the highest level of approval.
 - (1) Additions/deletions of secretarial and clerical positions in schools, and increases/decreases in the percent of time assigned to positions indicated by official enrollment estimates, are identified by Classified Personnel Department and reported to School Services Division in November and February of each year and when the ensuing year's enrollment projections are available. Enrollment trends indicating anticipated future changes are reported whenever such trends become apparent.
 - (2) Assistant superintendents, School Services Division, (or designees) review indicated or anticipated changes and authorize any changes in position staffing in accordance with these standard rules. Deviations from standard staffing may be requested whenever, in the reviewer's judgment, good and sufficient reason exists.
 - (3) Changes in percent of time assigned, and in addition or subtraction of positions resulting from changes in enrollment, ordinarily are made at beginning of each semester. Changes also are made at any time when position vacancies occur, or at first of any month when affected employees have had reasonable advance notice of changes tending to affect them adversely. "Reasonable advance notice" ordinarily shall be one full semester, or prior to May 1 for changes anticipated for the beginning of a new school year. When enrollment projections are near break points in the formula and may require verification, September changes may be delayed and made effective in October or November if proper notice is given.
 - (4) Extended Years. Regular ten-month school assignment years are designated for all regular positions covered by these formulas. EXCEPTION: Through use of an assignment authorization form, division heads may request eleven- and twelve-month assignment years on a regular, continuing basis for as many positions as authorized by district formula.
- c. Allocation of positions to major cost centers: Superintendent is the highest level of approval.
- d. Changes in classification based on position evaluation:
 - (1) For management employees: Superintendent and Board of Education must approve.

C. 5. d. (2) For classified employees: An assignment authorization form is not required if the change in classification is the result of a classification study conducted by Wage and Salary Unit (exception: Clerk Typist I to School Clerical Assistant) and the budgeted allocation for reclassification expense is not exceeded.

6. Regular Monthly Full- or Part-Time Positions (whether regular district or externally-funded project positions)

a. Division/department heads and/or program managers are responsible for justifying the number and types of positions required for each program; classification of positions shall be reviewed and/or determined by Human Resource Services Division.

b. Processing and approval of an assignment authorization form is required for:

(1) Proposed additions in the number of regular monthly full- or part-time positions subsequent to adoption of a final budget, including positions controlled by formula or approved special project. (Includes conversion of part-time hourly moneys to regular monthly full- or part-time positions, and vice versa.)

(2) Any time a management salary schedule position is to be filled in a classification higher than previously approved. (Human Resource Services Division shall conduct a job reclassification study.)

(3) Any time the classification of a classified position is changed and results in an increase in the authorized budget. Exception: Changes resulting from a reclassification study as referenced in C.5.d.(2) above.)

(4) Prior to granting regular monthly full- or part-time status to certain classified hourly employees when they work 75% or more of the days in a school year, regardless of hours per day worked.

c. Human Resource Services Division shall be responsible for stopping all employment processing initiated in violation of the policy outlined in Section C.6.b. above, and for notifying the appropriate division or department head.

d. Budget Management and Cost Controls Department is responsible for:

(1) Furnishing to each major cost center a listing of budgeted positions by fund, cost center, and object code, as soon as feasible after adoption of the district's annual budget.

(2) Entering into the financial data base all subsequent changes in the number of positions authorized, in accordance with this procedure.

- C. 6. e. Information Services Bureau is responsible for preparation of position control information from employee data base, and for including such information in regular budget reports.
 - f. Each major cost center shall initiate corrections immediately upon receipt of a budget report, and forward them to Budget Management and Cost Controls Department if discrepancies exist between data base information and cost center's internal records. Changes in authorized positions are routed to Budget Management and Cost Controls Department using an assignment authorization form. Financial data base information shall constitute the official district record.
 - g. Management Salary Schedule additions, deletions, and changes of positions must be approved for both funding (using an assignment authorization form), and for compatibility with organizational criteria.
 - h. Human Resource Services Division shall:
 - (1) Recommend to the superintendent, not later than February 1 for the subsequent school year, estimates of teacher separations, returns from leave, estimates of growth needs based on approved enrollment estimates, and other pertinent factors.
 - (2) Hire teachers against the approved hiring plan, and be held responsible for monitoring and modifying as information becomes available (in cooperation with School Services Division). Final hiring plan shall result from a closure of division-identified teacher vacancies, checked against that authorized by the adopted budget, and subsequent changes authorized by approved assignment authorization forms on file.
7. Expenditures for Part-Time and Hourly Employees
- a. Control shall be established in terms of dollars as contrasted with control of number of positions. This is a responsibility of division/department heads and program managers.
 - b. Major cost center expenditures, including associated expenses and supplies, shall not exceed budgeted authorization without prior approval of the superintendent. In the case of interfund transfers, state law also requires approval of the Board of Education.
 - c. Budget Management and Cost Controls Department shall monitor accounts on a regular basis and shall maintain liaison with appropriate division head or designee.
 - d. As provided by Education Code Section 45103, hourly classified employees may not work more than 195 days in a fiscal year. At least sixty days in advance, Human Resource Services Division shall apprise each division head of the anticipated number of hourly employees who are approaching the 195 days, in order to provide sufficient time to release such employees.

C. 8. Conversion of positions to part-time and hourly employment and vice versa may be accomplished when such conversion will better meet requirements of a particular program, providing prior approval of division head is obtained through processing of an assignment authorization form.

- a. Full-time positions are converted to part-time and hourly employment at the budgeted rate for the current year. Such conversion reduces both the number of authorized positions and the appropriations in a position salary account.
- b. Part-time and hourly employee funds are converted to full-time positions at the budgeted rate for current year. The authorized vacant **positon** must be verified by Budget Management and Cost Controls Department. (See Section C.2.c.)
- c. Budgeted positions of a given type may be converted to other types of positions, i.e., a classroom teacher position may be converted to a paraprofessional position. Such conversions include funding from position account and an adjustment in position count. Conversion privilege is available to all divisions; requests for conversions are submitted to Budget Management and Cost Controls Department.
- d. When conversion from part-time and hourly to a regular monthly **full-** or part-time position and vice versa, results in an increase over the number of authorized positions in the original budget, prior approval of the superintendent and the Board of Education is required. Such approvals shall be noted on the assignment authorization form in "Remarks" section.

9. Salary Savings or Deficits in Cost Center Salary Accounts

- a. Deficits are covered by Budget Management and Cost Controls Department. When deficits result from over-filling in number or classification level of authorized positions, the division is expected to cover such deficits (1) by reducing filled positions or (2) by transferring funds from other accounts. Such adjustments shall be made monthly and must be approved by Budget Management and Cost Controls Department.
- b. Surplus funds accumulating in position salary accounts due to turn-over, vacancies, or other causes, are used to cover deficits in other position salary accounts, or are placed in a district clearing or holding account by Budget Management and Cost Controls Department.

D. IMPLEMENTATION:

1. Initiator (director, department head, or higher-level management employee)
 - a. Completes "Assignment Authorization, Certificated and Classified."
 - b. Attaches statement of duties and "Position Classification Inquiry" if a new position, i.e., position title is not on the salary schedule or duties of existing position have changed significantly. (See Procedure No. 7540.)

- D. 1. c. If funds are inadequate, attaches budget transfer request to assignment authorization form.
- d. Forwards all copies of assignment authorization form, plus attachments, to division head.
2. Division head reviews for availability of funds, appropriateness of charge, etc.; approves or disapproves. If approved, forwards, with attachments, to Human Resource Services Division.
3. Human Resource Services Division
 - a. Reviews request to assure compliance with district personnel policies and requirements (position description, title, position classification, salary schedule, formulas, employment priorities, etc.).
 - b. Approves or disapproves request; if approved, forwards all copies to Budget Management and Cost Controls Department.
4. Budget Management and Cost Controls Department
 - a. Reviews for availability of funds and appropriateness of the budget charge; returns assignment authorization to originating division if incorrect or incomplete. If approved, returns form to Human Resource Services Division.
 - b. In all other cases, forwards all copies of assignment authorization form and attachments to Deputy Superintendent for review and approval. (If Board of Education approval is required, attaches board agenda item to package when forwarding.) NOTE: Included in "all other cases" are position requests over the major cost center budget, requests for positions or changes in positions on the Management Salary Schedule, new positions, requests involving interfund transfers, requests over formula or in excess of program authorization, etc.
5. Deputy Superintendent reviews and approves or disapproves; if approved, forwards to the superintendent; if not approved, returns to originator.
6. Superintendent
 - a. Reviews assignment authorization form and proposed Board of Education agenda item, if applicable.
 - b. Reviews management position requests for compatibility with organizational criteria. If approved, returns all copies to Budget Management and Costs Controls Department for placement on board agenda; if not approved, returns forms to originator.
7. Budget Management and Cost Controls Department, following board approval, enters date of approval on assignment authorization; inputs information to financial data base; and forwards form to Human Resource Services Division.

SUBJECT POSITION CONTROL

NO 2025

EFFECTIVE/REVISED 9-9-91

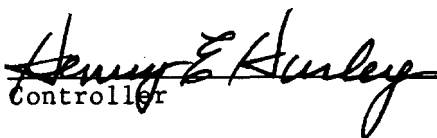
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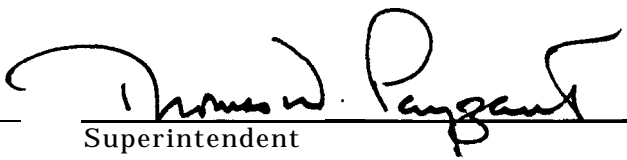
E. FORMS AND AUXILIARY REFERENCES:

1. Assignment Authorization, Certified and Classified, Stock No. 22-A-7225.
2. Position Classification Inquiry, Form No. 828.
3. Human Resource Services-Payroll Handbook.

F. REPORTS AND RECORDS:

G. APPROVED BY:


Controller


Superintendent