

Adjustment to Approved Positions

Each year the Director presents the annual budget to the Board of Trustees for review and approval. The personnel budget is one component of the total budget. The personnel budget provides full time equivalents (FTE) and expenditures for salaries, taxes, and benefits. Supporting documentation for changes to FTE, salary, and benefits shall accompany the proposed personnel budget. The budget is considered finalized for the next fiscal year when it is approved by the Board of Trustees.

The Director shall advise the Board of Trustees on changes made to the personnel budget during the fiscal year. Board approval is required if the proposal increases the total FTE or increases the total salaries and benefits. Changes made to existing budgeted FTEs that do not increase FTE count or salaries and benefits are permissible with the Director's approval.

Guidelines for filling adjustments to approved positions within the branch or department:

1. When hours are added to an approved budgeted position during the fiscal year, incumbents holding the same classification within the branch or department will be given first consideration. Interviews shall be granted to those who express an interest and have demonstrated satisfactory work performance. The additional hours will be awarded to the most qualified candidate.
2. There are times when it is in the District's best interest to restructure one or more part time positions into a full time position. In this instance, incumbents working in the same classification within the specific branch or department will be given first consideration. Interviews shall be granted to those who express an interest and have demonstrated satisfactory work performance. The full time position will be awarded to the most qualified candidate.
3. Management may exercise its rights to assign additional hours to existing positions within a branch or department even if incumbents holding those positions do not express an interest in working a greater number of hours.

The District shall follow established protocol for advertising and interviewing internal and external candidates when newly created positions (not held by a staff member) are approved during the fiscal year.