

Process for Hiring New full-time or Permanent part-time Classified Positions

REVISED

11/18/13

Outlined below is the process that has been established for identifying new full-time or permanent part-time classified positions.

1. Departments/programs identify needed full-time or permanent part-time positions through the program review document. If a department or program does not complete the program review document, it is not eligible to request a full-time or permanent part-time classified position, unless a need arises after the program review cycle has been completed.
2. Each division/unit meets and prioritizes its classified position requests.
3. College-wide initiatives, aligned with the College Mission Statement and Institutional Priorities, might result in the need for full-time or permanent part-time positions. These requests may be identified by various institutional or other college committees.
4. **The college president recommends to IPBC the number of classified positions to be hired. IPBC reviews and approves recommended number of positions.**
5. The Institutional Planning and Budgeting Committee (IPBC) reviews and discusses the requests. **IPBC also provides suggested criteria to be considered when filling new positions.** ~~and prioritizes on a college-wide basis the requests. (IPBC will review in May those requests that are submitted in March with program review. Positions requested by institutional planning committees **and division deans** will also be submitted in March. Any position requests identified after March, will be reviewed by IPBC in September of each year **unless circumstances require an earlier review.**)~~
6. Requests are reviewed and prioritized ~~Management Council~~ **at a joint meeting of the Instructional and Student Services Administrators.**
7. As a result of the prioritization, the ~~co-chairs of IPBC~~ **Vice Presidents** take the recommendations to President's Cabinet for a recommendation concerning approval.
8. If approval for the recommended positions is received from President's Cabinet, the ~~co-chairs of IPBC~~ **Vice Presidents** then take the list of approved recommended positions to College Council for its approval of the participatory governance process followed in the identification of the full-time or permanent part-time classified positions.
9. Upon approval of the participatory governance process, the appropriate administrator proceeds with the hiring process.
10. Requested positions are submitted to the District Labor Management Council for review.

Note:

The above process does not apply to the following:

1. Request for reclassification of an existing classified position
2. Request to increase the percentage of existing classified positions (e.g. from 48% to 75%)
3. Request to fill vacant classified positions

College of San Mateo has processes and procedures in place for these requests, as outlined below:

Request for Reclassification of Classified Position

The request for reclassification is outlined in the CSEA Contract, Section 17.1.2

Request to Increase the Percentage of an Existing Classified Position

1. The supervisor/administrator develops a written request for the increase in the percent of an existing classified position.
2. The supervisor/ administrator meets with the employee to determine if the employee is interested in the increase.
3. The request is submitted to President's Cabinet for review.
4. If approved, the request is submitted to the Institutional Planning and Budgeting Committee (IPBC). **The overall materiality threshold approved by the Budget Planning Committee is for 1/3rd of 1% of the college's annual operating budget which equates to \$95,700 per annum. The threshold for any individual increase in staff allocation would be limited to no more than \$30,000 which includes benefits. If individual requests exceed the \$30,000 threshold, or if the total of all requests exceed the 1/3rd of 1%, a review with IPBC will take place. The Vice President for Administrative Services will be responsible for tracking the total amount for such increases to ensure that they can be supported by the college budget.**

Request to Fill Vacant Classified Positions

1. If a vacancy occurs in a classified position, the appropriate supervisor/administrator determines if the position is still needed.
2. If the administrator determines that the position is still needed, s/he submits a request through the appropriate Vice President to take the request to President's Cabinet for consideration.
3. President's Cabinet either approves or denies the request to fill the vacant position.
4. If the position is approved, the appropriate Vice President submits the position to IPC and the Budget Planning Committee as an information item only.

Note: In the event that the District is in a Managed Hire situation, procedures for filling vacant positions follows Managed Hire policies and procedures.