

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

REVISED

1-24-14

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 process. 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, as appropriate.
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 IPC the number of classified positions to be hired. IPC reviews and approves recommended number of positions.
5. IPC provides suggested criteria to the instructional and student services administrators be considered when prioritizing new positions. Modifications to these criteria may be made by the instructional and student services administrators; updates will be shared with IPC.
6. In the spring semester, IPC will review those requests that are submitted in program review. Positions requested by institutional planning committees, division deans and other college administrators will be reviewed by IPC as they become available. The final determination of positions, regardless of when submitted, will be determined by President's Cabinet. No positions will be given priority simply because of their submission date. Rather, priority will be given based on a variety of factors, including timing of the need, external mandates, safety requirements, degree of urgency, etc.
7. Requests are reviewed and prioritized at a joint meeting of the instructional and student services administrators.
8. The Institutional Planning Committee (IPC) reviews and discusses the prioritized requests.
9. As a result of the prioritization, the vice presidents take the recommendations to President's Cabinet for a recommendation concerning approval.
10. President's Cabinet meets with the classified leadership to discuss the prioritized list.
11. If approval for the recommended positions is received from President's Cabinet, the 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.
12. Upon approval by College Council of the participatory governance process, the appropriate administrator proceeds with the hiring process.
13. 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 1/3<sup>rd</sup> 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 1/3<sup>rd</sup> 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.