HUMAN RESOURCES

Staffing Procedures

1. Based on the appropriate budget allocation, building principals and central office directors will submit staffing needs through the budget process to the appropriate associate superintendent. These requests will be submitted in an approved format by the deadline specified by the Office of Financial Services.

2. Adjustments to school staffing may occur after the budget process only with the approval of the appropriate associate superintendent and the Office of Financial Services.

3. No changes will occur outside the budget process for central office staffing. Exceptions may be approved by the Division Superintendent or designee.

4. The Department of Human Resources staff will confer with the principal to review staffing needs for the upcoming school year. Utilizing the available data, the Department of Human Resources will issue contracts when appropriate and proceed to work with principals in filling authorized positions.

5. Authorization of advanced pool hiring of a specific number of positions may be made by the Associate Superintendent for Human Resources or designee. With the approval of the Associate Superintendent for Human Resources or designee, certain positions in a school may be designated as placements for early hires in areas of critical shortage. All early hires shall be placed in a designated position no later than the August orientation for new teacher induction.

6. The Department of Human Resources has the responsibility of verifying the number of professional staff. This may require periodic reports as to location, contract lengths, and other information required by the Division Superintendent and the School Board.

7. The director in the Office of Financial Services has the responsibility for ensuring that all authorized positions are within budget limitations.

Staffing: New Schools

1. Contingent upon budget approval, principals will be appointed to new schools by July 1, a full year prior to the opening of the new school.
2. The staffing of a new school will be achieved using the following procedure:

   a. Up to 90 percent of the certificated positions in a new school may be filled through the voluntary transfer procedure. The remaining certificated positions will be reserved and filled using overstaff/priority placement procedures.

   b. The selection of staff from a particular school is subject to the following limitations:

      (1) The total of all classified and instructional staff transferring from an existing school to a new school through the voluntary process shall not exceed six (6) at the elementary level, eight (8) at the middle school level, and twelve (12) at the high school level.

      (2) The limits established above apply regardless of the number of new schools being staffed at that level. For example, if three new elementary schools are being staffed, only a total of six (6) staff members may voluntarily transfer from any one school to the three new schools.

   c. No commitments of employment or transfer approvals shall be made by the principal. All employment or transfer offers shall be made by a human resources administrator.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2016.