

## PALO ALTO COLLEGE COLLEGE PROCEDURE

<b>Procedure Number:</b>	P 5.0
<b>Procedure Title:</b>	Requesting New Positions and Position Adjustments
<b>Relevant Board Policy:</b>	<a href="#">D.2.5 Hiring Authority, Status, Assignments and Duties</a>
<b>Relevant Board Procedure:</b>	<a href="#">D.2.5.3 Position Elimination, Realignment and Reassignment</a>
<b>Relevant SACSCOC Policy:</b>	Principle 5.5 Personnel Appointment and Evaluation
<b>Originating Unit:</b>	College Budget Office
<b>Maintenance Unit:</b>	Vice President of College Services

- I. **Purpose:** To outline a procedure for requesting new positions and applying changes to current vacant or filled positions.
  
- II. **Procedure Statement:** Position management at the Budget Office is handled in a manner that facilitates communication with Human Resources (HR) and District's Budget Office (DBO). Tracking these changes and requests for new positions also serves as an internal communications method to conduct proper adjustments to labor accounts. It is intended for all position types and all position funding sources; including grants, revenue, hard-money, and release time for faculty.
  - A. A memo is required for all requests involving new positions, changes to filled and vacant positions, and faculty release time. The department manager must initiate the memo and justify the request. Current faculty and staffing ratios, and the impact to them as a result of executing change or adding positions, must be mentioned in the memo for full-time positions. Additional supporting documentation may be attached to the memo as needed.
    - i. Note that employees must not start new assignments or interim duties until official documentation and approval has been received from HR.
      1. For grant funded positions, approval must be obtained by the Department of Education before assigning new duties.
      2. State law prohibits retroactive pay increases for services that have already been rendered and not contracted (approved).
    - ii. Requesting Web Time Entry (WTE) supervisor change
      1. Memo must be written to HR, routed through the division's vice president (VP), the dean and/or unit director, and the College Budget Officer (CBO)
    - ii. Requesting changes to filled and vacant positions (other than WTE)
      1. Memo must be written to HR, routed through the President of Palo Alto College, the division's VP, the dean and/or unit director, the VPCS, and the CBO
        - a. Processing changes for vacant positions consist of
          - i. Deleting a vacant position
          - ii. Transferring a vacant position to another department
          - iii. Budget adjustments to vacant positions

- b. Processing changes for filled positions consist of
      - i. Reassignment of an employee to another department
      - ii. Correcting the account a position charges to in Banner
      - iii. Budget adjustments to filled positions
      - iv. Include the employee's name, effective date of change, position number, Banner ID, title, FOAP, and WTE supervisor in memo
- iii. Requesting a labor distribution correction (LDC)
  - 1. This request is usually submitted after an account change has been applied by HR. The budget office will download salary expenses recorded in the wrong account for a position and will submit the reallocation of expenses to payroll.
  - 2. Memo must be written to HR, routed through the President of Palo Alto College, the division's VP, the dean and/or unit director, the VPCS, and the CBO
  - 3. Effective begin and end dates must be specified along with the correct FOAP, position number, title, Banner ID, and employee name(s)
- iv. Requesting release time for faculty
  - 1. Memo must be written to the President of Palo Alto College, routed through the division's VP, dean and/or unit director, the VPCS, and the CBO
  - 2. Release time for faculty, whether grant funded or for special projects funded by the college, must be requested and approved before the semester of release time begins
  - 3. The department is responsible for generating the appropriate forms with workload unit calculations and submitted to the dean's office for approval
  - 4. The memo and form(s) are then submitted to the budget office for final processing
- v. Requesting pay for interim positions
  - 1. Memo must be written to the President of Palo Alto College, routed through the division's VP, dean and/or unit director, the VPCS, and the CBO
  - 2. If approved by the President, the budget office will submit electronic personnel adjustment form (EPAF) to HR
- vi. Requesting new positions
  - 1. Memo must be written to HR, routed through the President of Palo Alto College, the division's VP, the dean and/or unit director, the VPCS, and the CBO
    - a. Attach the new position's job description
    - b. Attach the department's organizational chart with the new position
    - c. In the memo, include budget impact, position pay grade changes, funding sources, and the name of the department(s) the position's salary will be charged to

2. New position requests include the following:
  - a. Positions not listed in Palo Alto College's position roster
  - b. Reclassification of vacant positions
  - c. Merging of vacant positions into one for cost savings purposes
  - d. Title changes to current vacant positions
- vii. Requesting a Position Budget Adjustment as a result of an Alamo Colleges' Position Equity Analysis
  1. Memo requesting the analysis must be written to the HR, routed through the President of Palo Alto College, the division's VP, the dean and/or unit director, the VPCS, and the CBO
  2. Identify the position(s) at other colleges and at PAC that will need to be part of analysis
  3. Mention the changes that need to occur for position(s) to be equitable across Alamo Colleges.
  4. In a table, summarize employee name(s), Banner IDs, title changes, and pay grade changes
- B. Memos are submitted to the budget office after approval by the division's VP is obtained
  - i. Once memo reaches the budget office, it will determine the appropriate forms needed by HR and will fill out the forms (when applicable).
  - ii. Upon completion of these forms and required internal approvals, the budget office will forward the documents and memo to the President of Palo Alto College for final approval and HR for processing
  - iii. The budget office will follow up with HR periodically to check status of request
  - iv. HR will notify district's budget office of any adjustments needed from a financial standpoint to complete request
  - v. PAC's budget office will receive a notification from HR when the request has been applied in Banner
  - vi. The budget office will then notify the department manager when the request has been fully processed by all parties
- C. Timelines Once Received at CBO
  - i. WTE Supervisor Change – One to two weeks
  - ii. Changes to Filled and Vacant Positions (not WTE) – Three to four weeks
    1. Major reorganizations or employee reassignments will require Chancellor approval, which can take up to eight weeks.
  - iii. New Positions
    1. Full-Time Positions – Six to eight weeks
    2. Part-Time Positions – Two to three weeks
  - iv. Position Equity Analysis – Eight to ten weeks

Date Created: November 22, 2002

Date Updated/ Approved: July 6, 2020

Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Dr. Robert Garza)  
President