

Position Control Policy and Procedures

People Services and Finance Departments

This policy establishes a mechanism whereby the College can adequately monitor and control the positions approved and budgeted for staffing purposes. Position Control links the human resources and budgeting systems utilized by the College.

As of April 1, 2013, all existing positions approved for funding were assigned a Position Control number. All staff positions were assigned an "E" prefix; all faculty positions were assigned an "F" prefix.

Authorization of a position, whether filling an existing vacancy or creating a new position, requires identification of the Position Control number prior to recruiting for the position. The process for authorizing the refilling of a vacancy or new position and initiating recruitment is as follows:

- Administrative Committee Approval of the refill or new position
 - A Position Description Form is completed for a new position *OR* the existing Position Description Form is revised as needed by the supervisor/manager/director responsible for the vacant position
 - A Staffing Request Form is completed by the requesting supervisor/manager/director
 - The Administrative Committee evaluates and approves all new positions or refills of existing positions (temporary positions may be approved, within budget constraints, by the President or appropriate Vice President)
 - An ORG, account number, FTE and authorized starting date is established for the position and listed in the Staffing Request Form
 - For a refill, the position number being refilled must be entered on the form
 - For a new position, the position number is blank and will be filled in by the Payroll Manager when the position is created in Banner
 - The completed Staffing Request and Position Description Forms, with Administrative Committee approval indicated by the President's Office, are forwarded to Payroll for creation or adjustment of the position record
- A New Hire Request for Personnel Action (RPA) Form is completed prior to the date that a new employee commences work
- The Promotion/Transfer/Title Change Request for Personnel Action (RPA) Form is required in the event that a position is filled by a current employee who by promotion or transfer is moved into a different position. (Title changes are also accomplished on this form.)
- The Termination Request for Personnel Action (RPA) Form is completed as soon as the employee's last work day has been established.
 - Once the RPA is processed, the Position is essentially "frozen"
 - **This form is required before a new employee can be hired and placed in the position**

All forms listed above have been revised to include the required Position Control information that is essential to maintain the Position Control system