

**THE COLORADO COLLEGE
MEMORANDUM**

TO: Supervisors, Department Heads, Department Chairs
FROM: Richard Celeste, President
COPY: Staff Council and Faculty Executive Committee Chairs, Senior Staff
SUBJ: 2008-2009 Staff Employment Guidelines
DATE: July 8, 2008

In May the board of trustees approved the 2008-09 budget, which continues current staffing levels and the approval process to fill vacant positions. In addition, the board requested the campus assess whether we are utilizing our current staff resources in a way that best supports the college's mission and financial stability. As a result of this board action, all 2008-09 requests for new positions or to increase existing part-time positions to full-time status were not approved.

The "request to fill/change staff positions" process and form has been invaluable to me as I review requests. Formalizing the request process has been well received across campus and will continue with the guidelines listed below along with the revised form, which is attached. The form is also available at the HR website under forms. In addition, the exempt staff recruitment procedures are being updated to promote greater efficiency and use of our staff resources.

When requests will be reviewed

- The request form is initiated by the department director or chair and submitted to the senior staff division head for review and approval. If approved, it is then routed to the human resources director for review/comment and then submitted to the president.
- The president will review requests on the last work day of each month for both exempt and non-exempt staff positions.

Request to fill existing vacant position

- If a staff line becomes vacant during the year, filling the position will not automatically take place. Each hiring department must request approval to fill a vacant position with detailed justification of why the position is needed, why the functions cannot be covered by existing staff, and how the position meets the college mission.

Request to use salary savings

- Salary savings are not automatically available to departments when a position becomes vacant. The college plans for and budgets a certain amount of salary savings each year. Requests to use salary savings must include an explanation of the intended use and why approval of the request is critical to the college mission.
- Vacant staff positions will not be filled with temporary employees without the approval of the vice president for finance & administration.

Status changes to staff positions

- Any changes that will effect full-time equivalency (FTE) (e.g., change in number of hours or months to be worked) for full- and/or part-time staff must be discussed and approved by the senior staff division head. The request must also identify a funding source for the change. If approved, the division head will submit a formal request to Human Resources. No changes are to be implemented until approved by the president.
- Any changes to current position responsibilities that may result in a higher non-exempt grade or move to exempt status must first be discussed and approved by the senior staff division head and then submitted to Human Resources. No changes are to be implemented until approved by the president.

Use of Temporary/Occasional Staff

- For 2008-2009, department heads are to discuss with their senior staff division head the hiring plans/activities of temporary/occasional staff funded from their temp labor pool or other sources. The discussion should include review of past employment practices of reoccurring hires, (i.e. work schedule and wages), whether services are necessary or can be delegated elsewhere, and how the hire meets the college mission.