

## **Hiring Procedures**

When a position becomes available, a budget authorization form must be completed by the site administrator and forwarded to the Finance Office.

The finance office will review the form and check the accuracy of the information and determine if the position is budgeted. If so, the recommendation is forwarded to the Superintendent for approval. The Superintendent may authorize employment if the position is budgeted. After authorization, the site administrator may continue with the hiring protocol.

If the position is not budgeted, the Superintendent shall require the site administrator to prepare a justification for the position and sources, if any, and forward to finance. The justification must be forwarded to the Superintendent for approval. The Superintendent shall present the request of the unbudgeted position to the Board for its consideration and approval. After the authorization and Board approval of the unbudgeted position, the site administrator may continue with the hiring protocol.

Annually, the Board will approve the budget including all budgeted positions. The Superintendent has final authority and approval for the selection of individuals for budgeted positions.

The Finance Office will maintain an employee master list by classification (e.g., certified, classified, administration). This list will be updated monthly to reflect changes.

END OF POLICY

---