

**PROCEDURE FOR CREATING POSITION**

The Executive Director must recommend the creation of administrative positions and salaried positions to the LEARN Board of Directors. This request must be part of the Board of Directors agenda which is mailed prior to the meeting.

The request for proposed positions must be submitted in writing to the Executive Director and must include a job description, documentation of available funds, salary rationale, and program description.

Procedure adopted: December 14, 1989  
LEARN