

# San Bernardino County Superintendent of Schools Policy 4011.1

## PERSONNEL STAFFING

All **Human Resources** actions involving employment, termination, resignation, retirement, transfer and changes in positions shall be placed on the Personnel Requisition form and sent to **Human Resources**. The creation of new positions and termination of employees shall be authorized by the County Superintendent of Schools.

The following management positions are authorized to initiate personnel requisitions to **Human Resources**-.

1. County Superintendent of Schools or *Designee*
2. *Deputy Superintendent*
3. *Assistant Superintendents*
4. *SELPA Administrator*
5. *Chief Technology Officer*

The Working Budget is the controlling document from which personnel recommendations and requisition decisions shall be made. **Human Resources** shall determine the appropriate salary then forward the completed Personnel Requisition form to Budget, Payroll Offices, and the originating administrator, to initiate salary and assignment actions.

### **Grants and Special Funding Projects:**

When grant or special funding projects include the employment of personnel, part of the application process shall include the approval of the **Human Resources and the Business Services Divisions** prior to submission of the application for approval to the County Superintendent of Schools and the approving agency.

*Approved: July 27, 1993  
Revised: January 8, 2014*

Date Approved	<u>1/8/14</u>
Gary S. Thomas, Ed.D. County Superintendent of Schools San Bernardino County, California	
By	