

Billings Public Schools EPAR Types and Descriptions

Please see the chart of EPAR originators on page 2, for help identifying who to connect with to assist with EPAR Entry.

EPAR	APPROVERS	DESCRIPTION	EXAMPLES
New Hire VACANCY REQUIRED TO COMPLETE Hiring: Brand new employee to district LTA/Temp Substitute to a regular hire Existing BCEA employee to a BEA position*	<ol style="list-style-type: none"> Principal/Supervisor HR Onboarding Retirement Accountant Accounting Manager Benefits Specialist HR Manager HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> Hiring a new applicant including Hiring an LTA/Temp- BEGINNING AND END DATES REQUIRED Hiring an out of district athletic coach Rehiring a former employee including Subs & Temps Transition a Substitute or Temporary Employee to a permanent regular hire employee Community Ed & Adult Ed 	<ul style="list-style-type: none"> Use only for those not currently employed by the District or if they're a Sub or Temp taking a Regular Position Includes Summer positions for New Hires
Current Employee Assignment (use only for Positions not Supplementals) VACANCY REQUIRED TO COMPLETE Job Assignment Change Location/Grade/Subject Change	<ol style="list-style-type: none"> Principal/Supervisor Retirement Accountant Accounting Manager Benefits Specialist HR Manager HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> Add a Position with an FTE to an employee Transfer an employee to an existing vacant Position (Same location or New location) Change Grade Level (EL - Vacant position) Change Subject (MS & HS - Vacant position) Existing REGULAR hire employee changing unions [ex. GDA(NonU) to an IPP (BCEA)] <p>* See Exceptions*</p>	<ul style="list-style-type: none"> Add a Crosswalk Guard Position to a part-time IPP Transfer from Assistant Principal to Principal
Pay Change NO VACANCY REQUIRED TO COMPLETE Ending Additional Pay Early FTE Changes Budget Code Change	<ol style="list-style-type: none"> Principal/Supervisor Accounting Manager Benefits Specialist HR Manager HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> Dropping a current position or additional assignment before the assignment is scheduled to end Change Assignment Start or End Date or both Add/Change/Delete Additional Pay Increase/Decrease Hours and FTE worked per day Change Funding Account Code 	<ul style="list-style-type: none"> Employee is a Crossing Guard and a Parapro and will be dropping the Crossing Guard duty Employee calls 1 week before start date and asks to start a week later Add/Change/Delete Longevity, Shift Differential, and Salary Schedule changes
Staff Termination Ending ALL Employment with District- COMPLETE AS SOON AS DETAILS BECOME AVAILABLE	<ol style="list-style-type: none"> Principal/Supervisor Benefits Specialist HR Manager HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> End ALL employment with District <p>*See Exceptions*</p> <ul style="list-style-type: none"> Please include notes about if the job needs to be posted for hiring in this EPAR - this will trigger HR to post the position. Upon Completion of EPAR- Vacancy will be made available for hiring the replacement employee 	<ul style="list-style-type: none"> Resigning, retiring, moving out of state, etc. Stipend Only Position Resignations
Position Request Newly Created Positions added Additional FTE being added	<ol style="list-style-type: none"> Principal/Supervisor Executive Dir of School Leadership Executive Dir HR Superintendent Accounting Manager CFO Budget Analyst HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> Obtain funding approval for a new Position Request additional FTE 	<ul style="list-style-type: none"> Requesting an additional GDA due to increased student counts Request an additional teacher FTE New Position created - this must be approved all the way through the EPAR BEFORE the position can be posted for hiring.
Leave of Absence PLEASE COMMUNICATE DETAILS: **ENTERED BY HR**	<ol style="list-style-type: none"> Principal/Supervisor Benefits Specialist HR PAR Completion PR PAR Completion 	Employee taking a leave of absence/returning from a leave of absence.	<ul style="list-style-type: none"> FMLA Leave Workers Comp leave Leave of Absence Paid & Unpaid Returning from Leave of Absence
Additional Assignment or Stipend (Vacancy exists) STIPENDS ONLY	<ol style="list-style-type: none"> Executive Dir of Activities Accounting Manager HR Manager HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> Add a Coaching assignment to a current employee when a vacancy exists STIPENDS ONLY 	<ul style="list-style-type: none"> Athletic Coaching Assignment Clubs Assignment ESY Assignment
Extra Duty - Supplemental Pay NO VACANCY REQUIRED TO COMPLETE USE TO ADD ANY SUPPLEMENTAL PAY TO EXISTING EMPLOYEES	<ol style="list-style-type: none"> Executive Director Accounting Manager HR Manager HR PAR Completion PR PAR Completion 	<ul style="list-style-type: none"> Add an additional assignment to a current employee when a vacancy does not exist 	<ul style="list-style-type: none"> Add a .16667 FTE assignment to an employee (Prep Buy-Out) Combo Class Allowance After school program Mentoring stipend National Board Certification Summer Assignment (Active Employees) Cell Phone Allowance Differential Pay

EXCEPTIONS

Staff Termination	BCEA employee to a BEA position OR BCEA employee to a BEA LTA	BCEA person moving to BEA/BEA LTA position- they can resign their position and move to the BEA - REQUIRES A NEW HIRE ASSIGNMENT EPAR AS WELL.	
Leave of Absence	BCEA person is covering a BEA LTA and wants to return to BCEA position after	Person can opt to take a leave of absence and then return to their BCEA position after the LTA	
New Hire Assignment	The above two scenarios- if they are being hired into the BEA, it is a New Hire Assignment	Hiring an existing employee into a BEA/BEA LTA Assignment	

Type	EPAR Originator
GDA/CWG EPARs	School Sec./Admin
Elementary EPARs – Including IPP, Secretaries	Cassie Fairchild
MS/HS EPARs – Including IPP, Secretaries, LTA's	School Sec./Admin
Activity/Stipend EPARs	Kelly Sharp
Facilities EPARs	Megan Trevino
Title EPARs (K-12)	Vicki Riesinger
Student Services EPARs	Teresa Abfalder
Leave EPARs	Human Resources
Deceased/Non-Renewal Termination EPARs	Human Resources
District Level: Ex. Dir./Director Admin EPARs	Karen Yose