

**Adopted 14 Dec 2011**  
**Revised 4 June 2018**

**SAN CARLOS CHARTER LEARNING CENTER**  
**POSITION CONTROL PROCEDURE**

The Board of Directors (“the board”) of San Carlos Charter Learning Center (“SCCLC”) has established this Position Control procedure to implement SCCLC’s Position Control Policy.

**Table of Positions**

Upon first adopting the Position Control Policy, SCCLC shall create a table of all existing employment positions at SCCLC. The table shall assign each staff position a 4-digit position index. Each position description in the roster shall also include the total authorized FTE of the position, the job title and category, whether the position is certificated, and the compensation framework for the position. The table shall be submitted for board approval.

The table may be maintained electronically, but the controlling version shall be the most recently approved paper copy filed with the board minutes at the SCCLC office.

All changes to the table of positions shall be made by board action.

**Personnel Actions**

All personnel actions shall refer to the position(s) being affected by the position index number(s).

For example, when hiring a new educator to fill a vacancy, the specific vacant position in the table of positions shall be referenced. Changes in job assignment or FTE level require board action. Professional development and other classification changes that affect employee compensation within a position shall be reported to the board by the Executive Director but do not require board action.

Personnel shall be listed in a position matrix, each row of which corresponds to an individual employee. Columns of the position matrix correspond to authorized positions (by position index). The assignment of FTE fractions by position to an employee shall be recorded, such that the sum of all entries for an employee’s row shall be the employee’s total FTE; the difference between the sum of all column entries for a position from the total authorized FTE for that position shall be the vacancy level for the position.

Adopted by the Governance Council on \_\_\_\_December 14, 2011\_\_\_\_

Revised by the Governance Council on \_\_\_\_June 4, 2018\_\_\_\_