

Adopted 14 Dec 2011

SAN CARLOS CHARTER LEARNING CENTER POSITION CONTROL POLICY

The Board of Directors (“the board”) of San Carlos Charter Learning Center (“SCCLC”) has established this Position Control policy to manage the authorization, controlling, and reporting of staff positions at SCCLC.

Full Time Equivalent

The principal element of employment control is the authorized full-time equivalent (FTE), which can be fractional. For example, a full time position is 1.0 FTE; half-time is 0.5 FTE.

Authorized Positions

All employee positions shall be authorized by the board. Position authorization shall include a position index number, the FTE, job title, employment category, and compensation framework for the position. Staff shall maintain a roster of all authorized positions, with quarterly reports to the board that include all current vacancies. Positions can be added or eliminated, expanded (increase in FTE) or contracted (decrease in FTE), or recategorized, by board action.

Filling or Changing Positions

All employees of SCCLC shall only be hired to fill existing vacancies of authorized positions. Upon hiring or other change in employment status, the position or positions being filled or changed shall be referenced by position index number. Individuals may be employed to fill multiple positions by fractional FTE units, and positions may be filled by multiple individuals by fractional FTE units, consistent with SCCLC’s job share policy.

This policy shall be implemented by a board-approved Position Control Procedure.

Adopted by the Governance Council on December 14, 2011