

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/14/2020



Recognition: Students Staff Parents

Information: Building Report Old Business Superintendent's Report

Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:

 This action request pertains to Elementary (only) High School/District Wide

Date: 1/10/2020

To: **Corrina Guardipee Hall**
 Superintendent

From: John E. Salois
Title: Human Resources Director

Subject: District Policy #5210 - Change in duration of position term, from .5 FTE to .74 FTE

Description: Nichole Hannon is requesting that the Part Time Child Care Aide positions be reduced from 3 to 2 positions and that the remaining 2 positions be changed from .5 FTE, 20 hours per week to .74 FTE 29.5 hours per week. This position has had a high turnover rate. Approving this action would increase the hours of the two remaining positions to help with retention, while maintaining the same amount of employee hours and coverage.

Employee in this position: Charlotte Flammond, .74 FTE 29.5 hours per week

Financial Impact: Savings of 1 hour of salary per week. Current starting salary as per the classified pay scale is \$13.13 probationary/ \$13.73 S/1

Funding Source (Budget/grant, etc.): Childcare budget

Attachment(s): **Policy #5210:** Position Creation, Assignments, Reassignments, Transfers

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools

Policy #5210

Policy Name: Position Creation, Assignments, Reassignments, Transfers

Regulation: -----

Position Creation

A position is created by the recommendation of the Superintendent for action of the Board of Trustees.

Change in Position

The duration or term and full-time equivalent (FTE) of an existing position may be changed by action of the Board of Trustees.

Any changes in the position and job description of the Superintendent of Schools will be promulgated and approved by the Board of Trustees.

Except for the above, all other changes in positions and related job descriptions may be made by the superintendent.

Eliminating a Position

A position may be eliminated by recommendation of the Superintendent for action of the Board of Trustees.

A position that remains vacant for one full fiscal year, July 1-June 30, will end on July 1 of the next fiscal year unless it is posted on that date.

Transfer

If the superintendent decides to fill a position by transfer including to a newly created position, the superintendent will provide written notice to the employee being transferred including the effective date of the transfer.

Notwithstanding the above, the superintendent will comply with any requirement in an existing collective bargaining agreement for posting newly created positions.

The superintendent will inform the Board of Trustees, at the next regular scheduled meeting of the Board, following written notice of transfer/s.

Assignment

A new employee will be assigned by the superintendent to report to a supervisor (or supervisors, if more than one).

The supervisor(s) will complete all other aspects of the assignment for a new employee including orientation and training.

The manner means starting and ending times for performing duties and responsibilities of the assignment must be changed by the employee's supervisor(s).

The superintendent is directed to establish and implement procedures to carry out this policy.

Cross Reference: Policy #2112 Duties of Superintendent

Legal Reference: § 20-3-324, MCA Powers and duties [of school district trustees]
§ 20-4-208, MCA Transfer from administrative position
§ 20-4-402, MCA Duties of district superintendent
10.55.701, ARM Board of Trustees
10.55.702, ARM Certification and duties of district superintendent

Policy History:

Adopted on: 4/10/01

Revised on: 5/30/07 (Formerly #5220)