

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



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**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

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**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. The 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: Tristan Bird, .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:** \_\_\_\_\_

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**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)