

BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: L-402

PAGE: 1 of 5

DATE: **Dec 3, 2007**

SUBJECT: POSITION CONTROL PROCESS

GENERAL

This bulletin describes the procedure to be followed to change or create position(s) using the Position Request Form.

A. POSITION REQUEST FORM

1. **Form Information** - A position request form must be prepared to:
 - a. **Create** new position(s) in the organizational unit.
 - b. **Change** existing position(s) in the organizational unit.
2. **Notes**
 - a. Creation of, and changes to “additional” positions, require the same approval process as for “primary” positions.
 - b. Once created, a position remains in existence as a part of an organizational unit until no longer budgeted. When a position is no longer needed, it will be delimited (end-dated) or made obsolete. Delimited positions can be reactivated.
 - c. A good rule of thumb to differentiate between a position and a wage type – positions need time entry (hours worked) for payment; wage types do not need time entry for payment (the amount paid is not dependent on the number of hours worked).
 - d. An active position may be unfilled (vacant but not available for posting), filled, or vacant (unfilled and available for posting).
 - e. Employees hold POSITIONS, not JOBS.

C. REQUESTING A NEW POSITION(S)

1. **Use a Position Request Form(s) to create position(s)** when it has never existed in the organizational unit before.

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C. **REQUESTING A NEW POSITION(S)** (continued)

2. **Procedure for requesting a new position(s):**

- a. PAF Processor at location completes all sections of 1,3 & 4 of the Position Request Form (available on HRMS website), signs and prints his/her name in section 5 and sends for approval. Position Request Form approvals include:
 1. Chief of location
 2. Area, Associate or Deputy Superintendent (as needed)
 3. Funding Approval
 - i. If the new position requested is fully funded through General Fund, approval by the Business Analyst in the Area Office (for schools) or Budget Department (for all others) is needed.
 - ii. If the new position requested is fully funded through Grants, approval by Special Funding is needed.
 - iii. If the new position requested is fully funded through Capital Funds, approval by Capital Budget is needed.
 - iv. If the new position requested is split-funded (a combination of any of the above), the Position Request Form must be routed through the Area Office/Budget Department, Special Funding, and/or Capital Budget (as needed) to obtain funding approval.
- b. Budget Office, Area Office, Capital or Grants department receives position request form, inputs position(s) if approved, and notifies location of new position number(s)
- d. New position number(s) is ready to be used by location

Supersedes:
Dated: 12/3/07

Issued By:
ERP Department

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C. **REQUESTING A NEW POSITION(S)** (continued)

3. **Notes**

- b. "Overstaffed" positions are limited positions that can be filled by more than one employee

D. **CHANGING EXISTING POSITION(S)**

2. **Use a Position Request Form to change position(s)** when:

- c. Cost distribution (line of labor) changes
- d. Personnel subarea (calendar) changes
- e. Percentage full-time (work schedule on position) changes
- f. Employee subgroup (for example, part-time to full-time) changes
- g. Vacancy changes (to flag a vacancy or to stop a vacancy)
- h. Purchasing approval, overstaffing, or chief status change occurs
- i. A position is no longer approved by budget
- j. Position changes who it reports to

3. **Procedure for requesting position change(s):**

- b. PAF Processor at location completes all of sections 1, 2 & 3; and section 4 (as needed) of the Position Request Form (available on the HRMS website), signs and prints his/her name in section 5 and sends for approval
- c. **For change(s) with budgetary impact**, Position Request Form approval include:

- 1. Chief of location
- 2. Area, Associate or Deputy Superintendent (as needed)
- 3. Funding Approval

- a. If the new position requested is fully funded through General Fund, approval by the Business Analyst in the Area Office (for schools) or Budget Department (for all others) is needed.

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D. **CHANGING EXISTING POSITION(S)** (continued)

2. **Procedure for requesting position change(s)**

c. **For change(s) with budgetary impact**, Position

- b. If the new position requested is fully funded through Grants, approval by Special Funding is needed.
- c. If the new position requested is fully funded through Capital Funds, approval by Capital Budget is needed.
- d. If the new position requested is split-funded (a combination of any of the above), the Position Request Form must be routed through the Area Office/Budget Department, Special Funding, and/or Capital Budget (as needed) to obtain funding approval.

d. **For changes with no budgetary impact**, Position Request Form approvals include:

- 1. Chief of location
- 2. Area, Associate or Deputy Superintendent (as needed)

e. Budget Office, Area Office, Capital or Grants department receives position request form, inputs position(s) if approved, and notifies location of new position number(s)

f. Changed position(s) is ready to be used by location

4. **Notes** – A corresponding change must be made to the employee if a position changes as follows:

- a. Personnel subarea (calendar) changes
- b. Percentage full-time (work schedule on position) changes
- c. Employee subgroup (for example, part-time to full-time) changes
- d. A position is no longer approved by budget (employee must be changed to a different position)

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- E. **EXHIBIT** – Position Request Form, with directions.

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SECTION 1

CREATE NEW POSITION: (ALL DATA IN SECTIONS 3 & 4 IS REQUIRED)
 CHANGE EXISTING POSITION: (ALL DATA IN SECTIONS 2 & 3 IS REQUIRED; COMPLETE SECTION 4 FOR DATA THAT IS CHANGING)
 DELIMIT POSITION: (POSITION CANNOT BE DELIMITED UNTIL ALL PERSONS ARE OUT OF POSITION) EFFECTIVE DATE: _____
 REACTIVATE POSITION: (ALL DATA IN SECTIONS 2 & 3 IS REQUIRED; COMPLETE SECTION 4 FOR DATA THAT IS CHANGING)

SECTION 2

EXISTING POSITION: ID#: _____ TITLE: _____
 HOLDER OF EXISTING POSITION: PERS #: _____ NAME: _____

SECTION 3

VALIDITY DATES: FROM: _____ TO: 12/31/9999

SECTION 4

POSITION TITLE: _____
 IS DESCRIBED BY JOB CLASS #: _____ GRADE: _____
 IS DESCRIBED BY JOB TITLE: ID#: _____
 BELONGS TO ORG UNIT: ID#: _____ LOCATION NAME: _____
 REPORTS TO POSITION: ID#: _____ TITLE (CHIEF): _____
 EMPLOYEE SUBGROUP: _____
 PERSONNEL AREA: _____
 PERSONNEL SUBAREA: _____

PREVIOUS COST DISTRIBUTION		
COSTCENTER #	%	FUND#
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
PERCENT OF FULL-TIME: _____		

NEW COST DISTRIBUTION:		
COSTCENTER #	%	FUND#
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
PERCENT OF FULL-TIME: _____		

CREATE VACANCY: YES (Submit Declaration of Vacancy with Position Request Form) NO _____ PERSONNEL OFFICER
 OVERSTAFFED POSITION: YES NO

SECTION 5

PAF PROCESSOR: NAME _____ DATE: _____
 Paf Processor Phone #: _____
 Paf Processor Fax #: _____
 CHIEF (PRINCIPAL/DEPT HEAD): NAME _____ DATE: _____
 AREA/ASSOC/DEP SUPERINTENDENT: NAME _____ DATE: _____
 SPECIAL FUNDING: NAME _____ DATE: _____
 CAPITAL BUDGET: NAME _____ DATE: _____
 AREA OFFICE/BUDGET: NAME _____ DATE: _____

SECTION 6

NEW POSITION: ID#: _____ DATE INPUT/CHANGED: _____