COMMUNITY COLLEGE OF DENVER

Title: Position Approval Process

Guideline #:   HR – 11

Approved: February 4, 2013

                    July 13, 2015

                    August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

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1.   PURPOSE

        To ensure that all approvals to create a new position, fill, reclassify, or increase/decrease an existing position, and employee separations at the Community College of Denver (College) are in place prior to any personnel action being taken.

2.   APPLICABILITY

        These guidelines apply to all actions which impact the status of regular full-time and part-time personnel positions at the College.

3.   GUIDELINES

        The appropriate Vice President must first discuss and obtain the President's approval, either in writing or verbally, before proceeding with action that affects a position in the College.

a.   Create New Position

    1.   The supervisor must:

        i.   Complete the <u>Position Classification Review Form (HR-37)</u>;

        ii.   Route the Position Classification Review Form for signatures;

        iii.   Submit the signed Position Classification Review Form and approved <u>position description (HR-10)</u> / Position Description Questionnaire (PDQ) (State Form) to Human Resources (HR) for proper classification.

Please note that if the new position was not approved during the budget initiative process, then an explanation of how the position will be funded must be included.

    2.   HR will:

        i.   Classified Positions:

            1.   Verify all required signatures have been obtained; and,

            2.   Forward the following documents to the Colorado Community College System (System) HR office for classification purposes:

                a.   Position Classification Review Form;

                b.   System HR Personnel Action Form;

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       c.   Current department organization chart with position numbers; and,

       d.   Approved PDQ.

This process can take up to 60 days for review. Please plan accordingly. Salaries for classified positions are determined by the Colorado Department of Personnel and Administration and published in the State Compensation Plan.

   ii.   Non-Classified Positions:

       1.   Verify all required signatures have been obtained;

       2.   Review the approved position description and current department organization chart;

       3.   Contact the supervisor to interview them following the classification process outlined in the College's Exempt Classification and Compensation Plan; and,

       4.   Determine proper classification and salary placement based on above review.

   iii.   Upon final classification of the position, HR will complete the Position Classification Review Form to include:

       1.   Job class;

       2.   Job title;

       3.   Salary range;

       4.   Exemption status; and,

5. FLSA status.

iv. Scan the Position Classification Review Form to the supervisor and Budget to inform them of the outcome of the review.

4. To fill the newly created position, the supervisor must follow the process under Fill Existing Vacant Position.

b. Fill Existing Vacant Position

1. The supervisor must complete a <u>Personnel Requisition and Budget Form (HR-36)</u> requesting to Fill an Existing Vacant Position and attach the most current position description/PDQ. Upon signature by the supervisor and/or Dean/Director the form is routed to Budget.

2. Upon receipt of the Personnel Requisition and Budget Form, Budget will complete the Budget Information section and route for signatures.

3. The completed packet is then delivered to HR to begin the recruitment process. The position will be posted at the minimum of the salary range. If the position is being filled by direct hire, a letter of direct appointment from the President must accompany the Personnel Requisition and Budget Form.

4. For classified positions, the recruitment process is conducted by the System HR office. HR will work with System HR and the supervisor on the hiring process including creating the job announcement, development of rating criteria and final referral of top candidate.

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5. For non-classified positions, HR will work with the supervisor on the hiring process including creating the job announcement, search committee selection, development of rating criteria, and final referral of top candidates.

6. All required approvals, including an acceptable background check, must be obtained before an offer of employment can be made.

7. Upon completion of the hiring process, HR will complete the Internal Use Only section of the Personnel Requisition and Budget Form, and scan a copy to the supervisor, VP, and Budget.

c. Reclassify an Existing Position

1. A request to reclassify a current position must be submitted to HR by providing an approved Position Classification Review Form and an approved/signed and updated position description/PDQ for review.

2. HR will:

   i. Classified Positions:

      1. Verify all required signatures have been obtained; and,

      2. Forward the following documents to System HR office for classification purposes:

         a. Personnel Requisition and Budget Form;

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b.   System HR Personnel Action Form;

c.   Current department organization chart with position numbers; and,

d.   Approved PDQ.

This process can take up to 60 days for review. Please plan accordingly. Salaries for Classified positions are determined by the Colorado Department of Personnel and Administration and published in the State Compensation Plan.

ii.   Non-Classified Positions:

1.   Verify all required signatures have been obtained;

2.   Review the approved position description and current department organization chart;

3.   Contact the supervisor to interview them following the classification process outlined in the College's Exempt Classification and Compensation Plan; and,

4.   Determine proper classification and salary placement based on above review.

iii.   Upon final classification of the position, HR will complete the Position Classification Review Form to include:

1.   Job class;

2.   Job title;

3.   Salary range;

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4. Exemption status; and,

5. FLSA status.

iv. Scan the Position Classification Review Form to the supervisor and Budget to inform them of the outcome of the review.

3) For Occupied Positions – Upon notification of final classification by HR, the supervisor will work with HR to determine proper salary placement of the employee in the reclassified position, in accordance with the College's Compensation Plan. The new salary must be approved by the appropriate VP and President. HR will complete the necessary sections of the Personnel Requisition and Budget Form and scan a copy to the supervisor, VP, and Budget.

4. To fill a vacant reclassified position, the supervisor must follow the process under Fill Existing Vacant Position.

d. Increase/Decrease an FTE

1. The supervisor must complete a Personnel Requisition and Budget Form requesting to increase/decrease the FTE of an existing position, attach the most current position description/PDQ and route to Budget for completion of position budget information.

2. Upon receipt of the Personnel Requisition and Budget Form, Budget will complete the Budget Information section and route for signatures. The complete packet is then delivered to HR.

3. HR will update the position in Banner and scan a copy of the completed Personnel Requisition and Budget Form to the supervisor and Budget to notify them of the final outcome.

4. If the position is vacant, the supervisor must request to fill the position by completing a new Personnel Requisition and Budget Form and follow the steps outlined under Fill Existing Vacant Position. Additional budget approval is not required.

e. Employee Separations

1. Immediately upon notification of an employee separation, the supervisor will complete the Employee Separation Information Form (HR-15) and submit to HR. A copy of the employee's resignation letter must be attached.

2. HR will schedule an exit interview with the employee prior to their last physical day on the job and will collect all College property such as their ID card, keys, P-Card, travel card, cell phone, I-pad, etc., and will be responsible for destroying or returning the property to the correct department.

3. HR will separate the employee in Banner and will notify all appropriate College personnel of an employee's departure to disable all electronic accounts and access. In addition, HR will notify Budget of the separation to update position control.