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| **5.23** | **Staffing Plan *(Adopted 6-1-1992; Revised 6-23-2003; Reaffirmed 11-4-2013)***  The administration will develop and maintain an annual staffing plan in order to budget for and monitor staffing levels. |

**Procedures: *(Revised 11-4-2013)***

**5.23.1** Developing the staffing plan will be the responsibility of the President, with approval by the Board of Trustees. Maintaining the staffing plan will be the responsibility of the Director of Human Resources.

#### 5.23.2 Time Schedule

1. The management team will discuss and assess staffing needs for the next fiscal year. Discussions will begin early in the calendar year and continue until budgetary framework has been established.

1. The President will submit to the Board of Trustees the Staffing Plan for the new fiscal year with the annual budget not later than June 30.

1. The President will submit for approval by the Board of Trustees changes to the staffing plan as needed during the fiscal year.

**5.23.3** The Staffing Plan will include full-time and part-time regular positions, the position title, the employee classification, the funding source, and the name of the individual currently holding the position.

1. New positions must be approved by the Board of Trustees.

1. Replacement of employees in exempt positions must be approved by the Board of Trustees.
2. Vacancies in non-exempt positions may be filled with the approval of the College President.