

# POSITION CONTROL FORM

The general purpose of the position control form is to serve as an internal control for the district as a way to monitor additional salaries and benefits paid to employees that are not included in their normal board approved contracted duties. This allows this district to examine the need for additional staffing or reductions in staffing for specific needs as they arise.

## Steps in the Process (Certificated Form)

Responsibility	Description of Duty
Site/ Department	Completion of Box B and C on form. Printed form is to be in green stock paper. Appropriate site/department head would sign in Box D under "Initiating Administrator". It is recommended that site staff personally deliver the form to District
State & Federal Projects Department	Projects Office Staff will check the form to ensure that categorical funding is appropriate and can be monitored. Staff will confirm what position is being requested to be filled or what activity is being requested to be funded. They will confirm if categorical funding is appropriate. If the appropriate accounting line is being used. If there is sufficient funding in the accounting line. Justification for expenditure. They will confirm how many man-hours are being required; the maximum number of hours for requested program/task. How many people? How many hours are authorized per day/week/ Start Date
Superintendent	Superintendent will ensure that the need is validated. May require a discussion with the Initiating Administrator to justify the need.
Business Services (Accounting Supervisor)	Form is reviewed to ensure that the position and budget code match (object). A number is assigned depending on the need of the position, as such: 01 = Full-time Certificated 02 = Full-time Classified 03 = Stipends 04 = Part-time/Subs/Extra Hours/WOC, etc 05 = Summer School (new for the 2012-2013 school year) Form is signed off.
Human Resources	Department head reviews the overall document to ensure completion. Any conflict with the document, be the assignment, work schedule, the contract, etc. will be referred back to the Initiating Administrator. If all is in order, the department head will sign-off. Staff will complete Box A with a Posting # if it requires to be posted. A scanned copy of the completed/authorized form will be sent to the site main clerk and the Initiating Administrator, via email.

**Notes\***

Dates need to be in MM/DD/YEAR format.

The form is a time-sensitive document. District Office staff is to personally deliver the document to the next appropriate department. The use of interoffice envelopes to place the document in is not recommended. The green paper use is intended so that the document can be easily identified out of a stack of white papers.