### Process Guidelines and Timeline

(process applies to new positions created for the 2014-15 fiscal year)

The committee will meet in order to develop and submit a report to CPC with recommendations of new classified positions. The recommendations that result from this process are advisory to the College Planning Council (CPC) in prioritizing new/increased classified staff positions. This process also applies to newly-created classified hourly positions. It is anticipated that some grant and restricted fund programs may have funding available for new positions. No funding is anticipated for the creation of new unrestricted general fund classified positions in 2014-15.

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| May 7, 2014 | 1. CPC reviews the revised charge of the Classified Prioritization Sub-Committee and process.  
2. The President informs all college employees of the process and timeline for establishing classified staff hiring priorities. |
| August 20, 2014 | 3. The appropriate administrator/manager will work with staff to identify and justify the need for classified positions within their annual program plan.  
- The administrator/manager will review the institutional priorities, relevant SLO/AUO, program plan, division or department goals.  
- The administrator will prepare the appropriate forms following the guidelines of the rubric. |
| By Friday, August 29, 2014 | 4. Deans and department heads review requests and determine an advisory ranking of requested positions for component Vice President. Vice Presidents prepare budget augmentation (cover) sheet, and backup documentation as mentioned in Step 3, and submit to the Classified Prioritization Sub-Committee for review and ranking. |
| September 5-12, 2014 | 5. The sub-committee compiles data, ranks all positions, and submits advisory ranking to CPC.  
6. The committee will produce a ranked prioritized list of all new positions with the component ranking included. |
| September 17, 2014 | 7. The Sub-committee chair submits the report to CPC agenda as an information item. |
| By Wednesday, October 1, 2014 | 8. CPC discusses funding implications for the creation of new classified positions. CPC recommends allocation of funding for new positions  
9. The President determines the final priority order for hiring new classified/confidential positions. The Business Office verifies funding is available for new positions. |
| By Monday, October 6, 2014 | 10. The President submits the list to the Board of Trustees for approval. |

### Evaluation

| EVALUATION | The committee shall evaluate after each annual budget cycle, seeking input about process and outcomes from work areas that had interface with committee. |
Justification for new positions will be determined based on the Annual Program Plan Summary
(One page)

Fill out the New Position Request Form. Attach the Annual Program Plan Update. Explain the need for the position and why it is critical to the college. Include information regarding any of the following that may apply:

- Strategic Plan goals and objectives
- Program Plan goals and objectives
- Education Master Plan, Facilities or Technology Plan goals and objectives
- Implementation of technological solutions
- Increases funded enrollment
- Student Success Initiative goals and objectives
- Impact on the general fund
- Health and safety issues
- SLO/AUO goals and objectives
- Generates new, ongoing revenue in excess of cost

Note: The Classified Position Prioritization Process was originally established and approved by CPC November 2005.