GENERAL FUND ANNUAL STAFFING REVIEW

As described below an Annual Staffing Review process for the Sequoias Community College District will help to assure that programs, services, and functions are organized and staffed in the most effective manner and that all organizational and staffing changes throughout the district are subject to continuing and comprehensive review and justification. This process will also assure that staffing requests ranked by the appropriate entities per Administrative Procedure 3261 (through Program Review) but not filled because of financial constraints are still maintained as viable options on the Annual Staffing Review Report. Program Reviews and Bi-annual Updates receiving less than Satisfactory rating from the Institutional Program Review Committee will not be eligible to have any positions filled for the subsequent academic year.

Administrators have primary responsibility for assuring effective staffing of their respective areas of responsibility. They shall annually review their staffing requirements and submit these requirements to the appropriate area Vice President by June 30 each year. These will be reviewed by Senior Management during the first 30 days of the fall semester. As programs are modified or as other conditions outside of the annual planning cycle dictate, administrators shall submit reorganization proposals and/or revised staffing requirements to their appropriate area Vice President for consideration.

Classified, confidential and administrative staffing needs may change outside of the annual planning cycle due to unforeseen circumstances. At the Superintendent/President’s discretion, hiring of new and/or replacement positions can take place outside of this annual planning cycle to ensure college and student needs are met. In the event that this does occur, the Annual Staffing Review Report will be consulted along with a review of the details of the current staffing request. This information will be presented by the Superintendent/President to the Senior Management and the District Governance Senate for advisory recommendation prior to paperwork being submitted to Human Resources.

The Annual Staffing Review Report, maintained by Human Resources, shall consist of the following for the President’s Office, Administrative Services, Academic Services, and Student Services areas:

- By Job Title (or classification), a listing of current employees with their date of hire, pending retirement date (if known).
- Additional positions within that Job Title (or classification) that have been approved but not filled (with planning cycle date of approval).
- Anticipated number of additional employees required.
- Budgetary needs to add/replace staffing by classification.