Administrative Regulation 3131
POSITION CONTROL

Responsible Office: Office of Business and Finance

PURPOSE

The Superintendent has adopted this Administrative Regulation to establish guidelines for the management of all position allocations in the Washoe County School District (District).

DEFINITIONS

1. "Allocation" is an authorized and budgeted position.
2. "Department positions" are non-school positions for central services, support services, and facilities that are not based on established school staffing guidelines.
3. "School-based positions" refer to positions budgeted at the school that are based on established staffing guidelines.

REGULATION

1. Staffing Guidelines for School-based Positions
    a. Staffing guidelines are the basis for determining the number of allocations at schools for school-based positions and help ensure equitable staffing across schools in the District. These guidelines should be set based on available funding of the General Fund. Staffing guidelines set class size ratios by grade, as well as establishing thresholds for staffing of school administration, support staff, counselors, custodians, and other school-based positions.
    b. Staffing guidelines provide allocations based on:
        i. Enrollment; or
        ii. Caseloads required by state guidelines; or
        iii. Square footage of school facilities; or
        iv. Other factors as necessary.
    c. Staffing guidelines are reviewed annually by Office of School Leadership, Business & Finance, and Human Resources

d. The District should consider lower staffing ratios for At-Risk or Title schools

e. In setting staffing guidelines, the District should consider requirements and guidelines set by the Every Student Succeeds Act (ESSA), Title, or other federal or state guidelines or requirements.

f. Staffing guidelines should provide for a reasonably equal educational opportunity, when measured on a per-pupil cost basis, in accordance with State law.

2. Approval and Distribution of District Position Allocations

All non-grant positions must be approved and authorized by the Board of Trustees (Board) during the annual budget process.

a. Grant funded positions can be adjusted in accordance with the rules of the grant.

b. Department positions will roll forward from one year to the next unless the position was previously identified as being funded on a one-year-only or otherwise limited-term basis and may be adjusted up or down during the budget process.

c. School positions are determined by running projected enrollment through the District's staffing guidelines and allocation database. The allocation database calculates school positions based on enrollment by school/grade and the District's staffing guidelines.

i. Some smaller and/or more specialized schools may have fixed rather than enrollment-based allocations in order to provide a reasonably equal educational opportunity.

ii. Projected allocations will be distributed to schools in late winter of the preceding school year, to begin the hiring process for positions in the upcoming school year.

iii. School allocations may be adjusted after the late winter distribution through the District's count day when allocations are finalized based on actual enrollment.

1) This process allows the District and schools to plan for any known enrollment changes that significantly differ from the projected enrollment.

d. Special education allocations should be determined based on enrollment in both resource and self-contained classes, and requirements listed in students' Individual Education Plans (IEP's).

3. Mid-Year Adjustments to District Position Allocations

   a. In the case of an enrollment increase at the beginning of a school year, when compared to budgeted enrollment, staff may distribute additional allocations to schools based on established staffing guideline ratios. The cost of additional allocations distributed should not exceed the amount of the anticipated revenue increase due to enrollment. Staff will present position changes in an amended budget to the Board after September 30th, when the first quarter's Average Daily Enrollment (ADE) is available, and before January 1st, when the District is required to amend its budget based on the first quarter's ADE.

   b. After the amendment of the District's budget by January 1 of each year, new school-based allocations necessitated by mid-year enrollment increases may be funded either through a Contingency account, budget adjustments made possible by offsetting cost savings elsewhere in the budget, or unused remaining allocations (the "allocations bank").

      i. The Office of School Leadership can approve the use of unused remaining allocations as needed during the school year to provide teacher positions to schools if a school experiences an enrollment increase that triggers an additional teacher position.

   c. New department positions require the formal approval of the Board.

4. Processing Hiring Requests

   Schools and departments must submit all hiring requests using District-approved hiring request forms and submit the hiring request forms to Position Control.

      a. Position Control will review and process the hiring requests.

         i. Schools and departments should ensure that their hiring request is budgeted for and available before submitting to Position Control.

         ii. Position Control's process of reviewing hiring requests includes verification that there is a budget and a vacancy for the position to be filled. Hiring requests will not be processed unless or until verification is complete.

1) A school or department may submit a hiring request to Position Control to replace an employee who will be retiring, resigning, transferring, or going on-leave in advance of the effective date of an anticipated change. However, Position Control will complete processing only when the proper forms or documentation has been submitted to and processed by Human Resources.

2) If a position is verified as being vacant, or the appropriate retirement, resignation, or leave dates are confirmed, Position Control can process the hiring request for the authorized position.

b. Positions costs may only be charged to a funding source that has budgeted for the position. Another funding source cannot temporarily cover the costs of a position while the appropriate funding source is being identified or pending approval.

5. Only budgeted positions are considered authorized positions. There can be no authorized but unfunded positions.

6. Reorganizations and Position Reclassifications

   a. Reorganizations that are not budget neutral must be approved by the Board of Trustees.

   b. A request for a position reclassification must first initially be approved by the Financial Review Committee (FRC), comprised of District leadership, before it is submitted to the Office of Human Resources. In reviewing such requests, FRC will consider available funding, past reorganizations submitted by the department, the impact on the department and other departments and other relevant factors. After Human Resources completes its review of the reclassification request, FRC must approve or can modify the recommended adjustment.

   c. After approval of a reorganization or reclassification, a Reorganization/Reclassification form must be completed that outlines the specific position changes. This form must be signed by the Leadership Team Administrator, Chief Human Resources Officer, CFO or Budget Director, and the Superintendent.

d. After all signatures are gathered and the form is submitted to Position Control, Position Control will process the position changes outlined in the Reorganization/Reclass form.

7. Conversions

    a. Conversions are typically limited to General Fund school positions.

    b. A conversion is a tool that allows schools to utilize vacant allocations for another type of position that has not been allocated.

    c. A conversion uses the dollars allocated to the vacant position and shifts the dollars to add additional hours to other positions, or to create a new position that the school may be able to fill.

    d. Conversion requests must be submitted by principals and approved by their area superintendent. If a conversion request is submitted that utilizes a school-based position overseen by a department, such as English Learners or Gifted & Talented Education, then the department must also approve the conversion request.

    e. Position Control will complete an estimate to verify that the conversion request is budget-neutral and does not create additional expenditures. If the request creates additional expenditures, a school can reduce the hours or days of the requested position or submit a budget transfer to transfer the additional funds from their school operating budget to the position's salary and benefit account.

    f. Positions created from a conversion are authorized one year at a time.

    g. Hiring timelines, Human Resources position posting requirements, and other factors may impact the conversion request. In these circumstances, Position Control and/or Human Resources will contact the school with necessary information.

8. Department Chairs and Middle School Instructional Leaders

    a. Position Control reviews and processes requests for High School Department Chairs and Middle School Instructional Leaders in accordance with the Washoe Education Association negotiated agreement.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVISION HISTORY

Date	Revision	Modification
03/15/2022	1.0	Adopted