
Chapter: Human Resources

Modification No. 002

Subject: **Establishment and Management of Positions**

- I. The Board of Trustees, based on recommendations of the President, establishes the total number of regular College positions consistent with efficient operation of the College and the successful achievement of its goals. Additional temporary positions for specific assignments and limited periods of time may be authorized by the President as necessary to help meet efficiently any unforeseen and temporary needs of Montgomery College.
- II. All positions shall be organized in such a manner as to provide for the efficient and effective utilization of human resources in the achievement of the College's goals. Changes in job assignments shall be systematically examined prior to the actual reassignment of duties. This examination shall provide: control by administrative channels over the assignment of duties and responsibilities; information to supervisors regarding probable classification and budget implications and the practicality and effectiveness of the proposed changes on staffing patterns; and a means by which employees are fairly compensated for changes in the level of work they perform.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; April 23, 2018.

Chapter: Human Resources

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Subject: **Establishment and Management of Positions**

I. Responsibility for Establishing Regular Positions

- A. The President shall recommend to the Board of Trustees the total number of regular positions deemed necessary to carry out the mission of the College. A regular position is one which has been established by the Board with the anticipation that it will be necessary to maintain the existence of such position indefinitely on a continuous year-round, academic year, or other basis.
- B. Regular faculty and staff positions may be authorized on an annual basis, or less, and may be full-time or part-time, as approved by the Board of Trustees on recommendation of the President.
- C. Temporary faculty and staff positions for specific assignments and limited periods of time may be authorized by the President. A temporary position is not continuous in nature and shall be automatically abolished when the designated time period has expired, unless otherwise approved by the President for an extension.

II. Procedures for Establishing Regular Positions

- A. During Budget Preparation. Requests to establish additional regular positions are to be made through the College budget process.
- B. After Budget Adoption. Requests to establish additional regular positions which were not budgeted must be approved by the Chief Human Resources Officer before submission to the President and the Board of Trustees. Such requests must indicate the source of funding available to support the position(s).

III. Procedures for Establishing Temporary Positions

Requests to establish temporary positions are to be made through the Chief Human Resources Officer to the Senior Vice President for Administrative and Fiscal Services. These requests should be made in accordance with established guidelines.

Administrative Approval: April 27, 2018.