

CLASSIFIED STAFFING PRIORITIES COMMITTEE

Charge: The Classified Staffing Priorities Committee is a subcommittee of the Classified Senate. As part of the college planning program review and budget allocation cycle, the Staffing Priorities Committee receives recommendations for staff positions from the College Planning Council and submits recommendations to the President.

Membership: The classified Staffing Priorities Committee is comprised of a minimum of five members of the Classified Senate including the Senate President, and at least one Classified Supervisor. The committee operates with the understanding that none of the members represent a constituent group but rather maintain a college-wide perspective. This structure is in place to allow the smallest departments and/or disciplines adequate representation, to avoid intra-department conflicts and to decrease the interference of campus politics and/or personality issues. The membership of this committee is appointed for two consecutive years.

Chair: Elected at the first meeting

Meetings: As needed

CLASSIFIED STAFFING PRIORITIES COMMITTEE

	LOW PRIORITY	MEDIUM PRIORITY (PR = Continuation or expansion)	HIGH PRIORITY (PR = Expansion of staff)
<p>Request for Classified Staff Growth Positions (e.g., not retirement replacements)</p>	<p>Track record of need for the position has not yet been established.</p> <p>Work to be performed does not involve extensive training, confidentiality and/or security issues.</p> <p>Need for the position is/may be temporary.</p>	<p>The department/division will be moderately compromised if the requested position is not approved.</p> <p>The department/division has been utilizing provisional, seasonal or other temporary employees to do the work of the requested position for a number of years.</p> <p>The department/division has some history of paying overtime to accomplish tasks that would be assigned to the requested position.</p> <p>The department/division has demonstrated that service would improve with a permanent employee in the requested position.</p>	<p>Safety of students and/or employees is compromised by shortage of staff that includes the requested position:</p> <p>The requested position is necessary to enable the department/division to meet legal mandates and/or standards for accreditation, audit compliance.</p> <p>Other employees in the department/division have been working overtime or out of class in order to meet the needs that would be met by the requested position.</p> <p>Provisional, seasonal or other temporary employees are not an option due to confidentiality or security issues, or because of the level of training required to perform the functions of the position.</p> <p>The department/division will be severely compromised if additional classified staff are not hired.</p>