

## Classified Staffing Priorities Rubric, 2019-2020

<p style="text-align: center;"><b>LOW PRIORITY</b> <b>1 or 2 points</b></p>	<p style="text-align: center;"><b>MEDIUM PRIORITY</b> <b>3 or 4 points</b></p>	<p style="text-align: center;"><b>HIGH PRIORITY</b> <b>5 or 6 points</b></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>Requested position will deliver direct services to students in compliance with state and/or federal regulations (e.g. compliance with federal Title IV regulations, state Student Success &amp; Support Act mandates, etc.)</p> <p>Requested position will deliver services in compliance with state accreditation standards to support the institution's cost-of-ownership obligation.</p> <p>The department/division will be severely compromised if additional classified professionals are not hired.</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>

**R = Required – mandated or unavoidable needs (litigation, contracts, unsafe to operate conditions, etc.)**

- Safety of students and/or employees is compromised by shortage of staff that includes the requested position.
- The requested position is necessary to enable the department/division to meet legal mandates and/or standards for accreditation, audit compliance.
- The position is currently grant-funded and:
  - Was **required** to be institutionalized per terms of the grant;
  - Grant is expiring within 12 months and may/will not be renewed; and
  - The work performed by the position will continue after grant expiration.