

# STAFF INCREASE APPROVAL PROTOCOL

## PAF APPROVALS AND OTHER INFORMATION

### PRINCIPAL OR DIRECTOR PAF APPROVAL

- Positions budgeted during spring staffing and/or added during fall 8-day process
- Department positions included in the adopted budget
- Use of school MSOC for office or para-educator hours above formula

### EXECUTIVE CABINET-LEVEL SUPERVISOR PAF APPROVAL

- Partial certificated FTE allocated but unfilled that are temporarily converted to classified support for the remainder of the year
- FTE allocated by superintendent due to enrollment increase after 8-day process and within budgeted contingency positions
- Categorical and Special Ed FTE above budgeted allocation, as long as there are offsetting state or federal program revenues
- Use of Teaching and Learning MSOC funds to supplement unique staffing needs at schools

### EXECUTIVE CABINET-LEVEL AND SUPERINTENDENT PAF APPROVAL

- All administrative staff beyond budgeted FTE
- FTE above budgeted allocation, with no categorical revenue offset
- Hiring a different type of position than previously authorized
- Use of allocated FTE staffing dollars for MSOC or other purpose

### OTHER INFORMATION

- New positions beyond staffing allocation - contact HR and Budget prior to posting
- Approval – submit PAF with signature or email attached to PAF from approving staff member

### EXAMPLES

- Kindergarten teacher added first day of school
- .2 FTE transferred from North to Gateway during fall 8-day
- New budgeted para position or adding time
- Convert .2 for security time
- Convert .1 for extra para time
- Categorical within revenues
- Special Education with offsetting enrollment funds
- Line-of-site para paid with Teaching and Learning funds
- Assistant principal increase
- IEP team-driven Special Education 1:1 para
- Grounds instead of trades
- Math instead of world language when FTE was specifically provided for world language
- New positions require position control and budget analysis
- Deputy Supt. emails principal or HR Executive Director with approval