

Monterey Peninsula College

Process for Requesting to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)

1. Replacement (no changes) or NEW position

Department:	Reading Center	Last Incumbent:	Courtney Johnson
Position Title:	Instructional Specialist	Date of vacancy:	May 1, 2009
Service Class:	14-A	Funding Source:	General
Hours per week:	18		
Months per year:	8 months, 11 days	Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:	To be arranged	Night Shift or Graveyard stipend?	None NS GY N/A

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY


3. Annual Cost of the Proposal, and source of funds:

\$9, 253.00; roll-up costs \$440.00; total: \$9, 693.00

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):

The Reading Center is an impacted program with a waiting list every semester. It is a lab component for English 302 and 322, and is one of the Basic Skills Programs.

Classification/Position: _____ **Date:** _____

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Dr. Douglas Garrison

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

sition Title: Instructional Specialist

Dept/Program: Reading Center

Submitted by: Paula Norton

PT/FTE: Part Time

New or Replacement: Replacement

Service Category: 14-A

Salary/Benefit Costs: \$9,253/\$440

Total Costs: \$9,693

Funding Source: 01-0030-0-1500-0330-2400-000-00-2402

Are there Salary Savings: NO

Description of duties and responsibilities: Tutor students enrolled in the Reading Center, English 202 and English 322. Administer standardized tests, perform varied instructional support services related to the preparation and administration of instructional materials and equipment, assist in training tutors, perform general clerical duties.

Special Considerations:

We are one of the lab components for English 322 and 302; students need the lab to complete their English classes. We are already an impacted program, every semester we have a waiting list for English 351/352. Since we moved into the library we have experienced a growth in our numbers due to increased exposure, and an increase in the sections of Eng. 322 and 302 that are offered.

Does Position act as an entry point for the college? Should it be bilingual?

Yes, it is an entry point. Many students need to strengthen their reading and spelling skills in order to be successful at college level work and so are referred here by programs and instructors. Others, who know they are weak in reading and writing, start with this program before taking other classes.

What would happen if this position weren't approved?

Our waiting list would increase and we would not be able to serve all the students in English 302 and English 322 that use the Center as the lab component for the English class. This semester we had a waiting list of 20 students, not including those lab students who wanted to use us as their lab, but who couldn't find space. The Reading Center already has one frozen position.