

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: July 1, 1991

REVISED:

501. CREATING A POSITION	
1.Purpose	Positions for classified employes will be established by the Executive Council in order to provide programs of education and other supporting sources, consistent with the needs and resources of the community.
2.Authority SC 406	<p>The need for creating classified positions will be determined by the Executive Council in accordance with these guidelines. Recommendations for continuing, new, or additional classified positions will include job descriptions clearly descriptive of the duties for which the positions were created, the number of persons within each job category, and the initial salary for a new position.</p> <p>In the exercise of its authority to create new positions, the Executive Council shall give primary consideration to the number of students, enrolled, the special needs of the students, and the financial resources and operational needs of the school.</p>
3.Delegation of Responsibility	The Executive Council expects that the Director shall normally be responsible for recommending new or additional classified positions. The Executive Council reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the school.