
SCHOOL STAFFING ADJUSTMENTS (HR-P005)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used for staffing adjustments for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resource Technician

3.0 APPROVAL AUTHORITY: _____

- 3.1 Human Resource Chief Officer

4.0 DEFINITIONS:

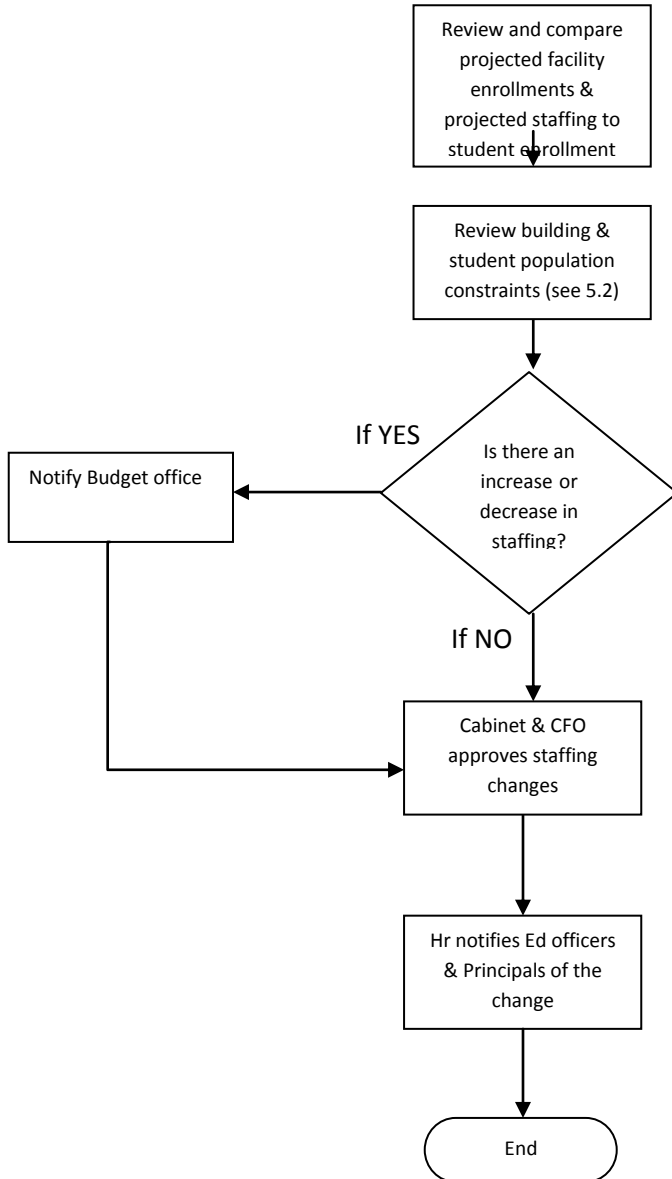
- 4.1 CFO – Chief Financial Officer

5.0 PROCEDURE:

- 5.1 Review and compare projected facility enrollments and projected staffing allocations to actual student enrollment.
- 5.2 Meet with Education Officers, Liaisons, Operations, and Principals to review building and student population constraints.
- 5.3 If there is a change to staffing, (increase or decrease) notify budget.
- 5.4 After the cabinet/CFO has approved the changes to staffing, Human Resources will notify the Education Officers and the principals and effected employee regarding the change.
- 5.5 A flowchart detailing the steps of this process can be found in Exhibit A.

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EXHIBIT A



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6.0 ASSOCIATED DOCUMENTS:

6.1 Projected Facility Enrollments

6.2 Projected Staffing Allocations

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-------------------------|----------------|------------------|-----------------------|-------------------|
| Staffing Adjustments | | | Discard as desired | |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 04/02/08 | | Initial Release |

* * * E n d o f p r o c e d u r e * * *