

Process to Modify the Table of Organization

Modification of Table of Organization, Principal Level and Above

Changes at the principal level or above shall be recommended to the Board by the superintendent. He or she may elect to follow the process described below if he or she deems it appropriate.

Modification of Table of Organization, Below Principal Level

Before any position below the principal level can be created, eliminated, modified or reclassified, the following process for initiating the request for change must be followed and final approval granted by the superintendent:

1. Form shall be completed by the supervisor and submitted to the superintendent for approval;
2. The superintendent shall establish a meeting time, date and place for the purpose of reviewing the request. Present at that meeting shall be appropriate directors and/or supervisors as determined by the superintendent;
3. If the decision of the group is to recommend approval, a written summary shall indicate the recommendation and rationale for approval. The superintendent, after further review, shall have final approval;
4. If the recommendation is that the request not be approved, a written summary shall indicate the reasons for the recommendation of nonapproval. The superintendent shall return the form and summary to the requesting supervisor;
5. All requests approved by the superintendent shall be processed through adopted personnel processes for implementation.

Review Process for Nonapproved Requests

1. If the supervisor wishes to appeal the decision, he or she must state the reason for appeal and present those reasons to the superintendent. The superintendent may arrange a meeting with the appropriate director and supervisors to discuss the appeal.
2. The superintendent shall review all pertinent data and reach a decision as soon as possible. The superintendent shall, in writing, advise the supervisor of his or her decision.