

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Creating a Position	
Procedure No. 3111-00-01	Eff. Date: 8/9/2010
Implements Board Policy (ies) <u>3111-Creating a Position</u>	Last Reviewed: <u>8/9/2010</u>

1. Background

Describe relevant background to the implementation of the policy.

The ability to create positions to support the needs of the district.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet, Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities: A.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- A. create new positions;
- B. specify the number of persons to be employed within each job category;
- C. set the initial salary for a new position not currently covered by a valid negotiated, collectively-bargained agreement.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.HR Manual	Steps to create a position	2/2018
2.Collective Bargaining Agreements	Negotiated salary/hourly rate	12/16
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

The District employs only United States citizens and others lawfully authorized to work in the United States. The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the federal Immigration Reform and Control Act.