

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b>	
Procedure No. 4111-00-01	Eff. Date:8/9/2010
Implements Board Policy (ies) <u>4111-Creating a Position</u>	Last Reviewed: <u>8/9/2010</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The District employs only United States citizens and others lawfully authorized to work in the United States.

**2. Responsibilities**

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

**3. Action Steps**

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

- create new positions;
- specify the number of persons to be employed within each job category;
- 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.

The District shall give primary consideration to special needs of the students, the number of students enrolled, special needs of the community and operational services of the District.

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.Position Request From (PRF)		
2.		
3.		

#### 6. Additional Information

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

- Federal Immigration Reform and Control Act.