

Policy No. 1.08
Date of Issuance:
Revision Date:

Authorization for New Positions
May 17, 2012

The purpose of this policy is to establish a uniform time and procedure for requesting new positions for inclusion in the next year's budget.

1. Timing

The Town Administrator shall submit all requests for new positions to the Town Board as part of the annual budget, whenever possible. The Town Administrator will submit a report of all new staff requests and their recommendations to the Town Board for final approval at the time of budget adoption.

2. Documentation

A. Each request for a new position shall contain the following information:

- (1) A job description for the new position which includes a position summary, sample duties/responsibilities, minimum requirements
- (2) Written documentation of the need.
- (3) Salary recommendation and cost of all fringe benefits
- (4) An expense and equipment budget for the new position, which segregates one-time expenses from ongoing expenses.
- (5) Space requirement for the new position, if applicable.

3. Requests for New Position Under Extenuating Circumstances

The Town Administrator shall submit to the Town Board requests for new positions originating at a time during the year when the budget process is not taking place. Final authorization for creation of a new position remains with the Town Board.

4. Exceptions

Seasonal employees and interns are not subject to the new position approval process.