

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: CREATING A POSITION

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

501. CREATING A POSITION	
1. Purpose	Positions for classified employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the intermediate unit and the resources of the community.
2. Authority SC 963, 964	The need for creating classified positions shall be determined by the Board, based on the recommendation of the Executive Director and Personnel Committee. The Board reserves for itself the final determination of the number and type of classified positions deemed necessary for effective operation of the intermediate unit.
3. Guidelines	<p>Recommendations for new or additional classified positions shall include:</p> <ol style="list-style-type: none"> 1. Job description clearly outlining the duties for which the position was created. 2. Initial salary for a new position. 3. Supporting data and other rationale relevant to the recommendation. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to :</p> <ol style="list-style-type: none"> 1. Number of students enrolled. 2. Special needs of students. 3. Financial resources and operational needs of the intermediate unit.
4. Delegation of Responsibility	<p>The Executive Director shall normally be responsible for recommending new or additional classified positions.</p> <p>The Board may, through the Executive Director, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p>
42 U.S.C. Sec. 12101 et seq	The Executive Director or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the intermediate unit. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.