



PERSONNEL CHANGE OUTSIDE THE ANNUAL BUDGET REQUEST PROCEDURE (BUS-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process to request a personnel change that may have a financial impact outside the annual budget request process.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer (CFO)
- 2.2 2.2 CFO Budget team
- 2.3 2.3 Chief Human Resource Officer (CHRO)
- 2.4 2.4 Department Chief

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 CFO Budget Team: The Chief Financial Officer, Finance Director, Assistant Finance Director, Administrative Analytical Specialist
- 4.2 Requestor: An individual in an administrative managerial role, Level Director, or Principal

5.0 PROCEDURE:

- 5.1 Identify a need for an immediate staffing change.
- 5.2 Requestor identifies how to fill the need through a personnel change
- 5.3 Requestor completes Personnel Change Request form
- 5.4 The personnel change request form is submitted to Department Chief
- 5.5 Department Chief reviews and edits the request form if needed.
 - 5.5.1 Items for review:
 - 5.5.1.1 Job Description Applicable to personnel change request
 - 5.5.1.2 Justification for the position need and the effective date requested is correct
 - 5.5.1.3 Position details such as Grade, hours per day, days in the calendar, etc. are appropriate



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5.5.1.4 The position is grouped appropriately by classified, certified, or Administrator

5.5.1.5 Identify the funding type and duration of the position intended to support the personnel change

5.6 Department Chief approves and routes to the CFO budget team via email to payrollbudgetamendments@cmcsc.net

5.7 The CFO budget team reviews the request, determines the financial impact, and discusses the request with the CFO

5.8 The CFO approves or denies the request:

5.8.1 If denied, the request is returned to the Department Chief

5.8.2 If approved, the request is routed to the next approval group

5.9 The CFO routes to CHRO or designee to review the personnel change request

5.10 The CHRO or designee approves and makes changes to the personnel change request form, position control, job postings, and other HR-related changes as applicable

5.10.1 If a new job class code is added, the CHRO or designee will notify the payroll manager

5.11 CHRO notifies the requestor and CFO budget team the change is processed and returns the completed form electronically to the CFO budget team to file

5.12 Personnel Change is implemented

6.0 ASSOCIATED DOCUMENTS:

6.1 [BUS-F029](#) – Personnel Change Request Form Outside of the Budget Process

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/26/23		Initial Release

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