

	<p style="text-align: center;">Staffing Table Administration</p> <p style="text-align: right;"><i>Adopted: 05/16/1990</i></p>
<p style="text-align: center;">Last Revision Date: 06/12/2024</p>	<p style="text-align: center;">Policy No. 4.3000</p>
<p style="text-align: center;">Last Enabling Resolution: 131-2024/908-2024</p>	<p style="text-align: center;">Developer/Reviewer: Human Resources</p>

1. Purpose

Establish a system of maintaining a register of positions, established by the Board of County Commissioners (BoCC), which are available to each department for a budget year.

2. Scope

This policy applies to all Sedgwick County Divisions and Departments.

3. Policy Statement

This policy has been established to ensure consistency in Staffing Table and Position Management.

4. Definitions

- A. **Full Time Equivalent (FTE)** – Authorized staffing level of the position. Example: 1 FTE is 1 full time employee.
- B. **Staffing Table** – List of positions, their associated full time equivalent, grade, and funding source approved in the current budget.
- C. **Grade** – Each position is assigned a grade, which is assigned a minimum and maximum salary as outlined in the current Compensation Plan.
- D. **Position numbers** – Each position on the staffing table will be assigned a unique number.
- E. **Position details** – Classification titles, Fair Labor Standards Act (FLSA) classification and grades will be assigned by Human Resources. Grade, FTE, and funding source will be approved by Commissioners.
- F. **Exempt positions** – These positions are included on the staffing table and will be paid on a salary basis in accordance with the FLSA. Positions are determined to be exempt based on definitions established by the FLSA.
- G. **Non Exempt positions** – These positions are included on the staffing table and will be compensated at an hourly rate of pay in accordance with the FLSA.

- H. **Under fill** – When a position is filled at a grade lower than approved in the budget to meet the staffing needs of a department.
- I. **Double fill** – When there are two (2) or more incumbents in a position.
- J. **Part time positions** – Positions authorized to work thirty (30) hours or less each week but remain under 1,000 hours per KPERS (Kansas Public Employees Retirement System) year.
 - 1. Part-time positions are not eligible for County sponsored benefits, sick or vacation leave, or service time.
- K. **Full Time positions** – Positions authorized to work the full work schedule approved for the department (2,080 hours, 2,912 hours, 2,210 hours or 2,184 hours annually).
 - 1. These positions are eligible for County sponsored benefits and will accrue sick and vacation leave and service time.
 - 2. Grade and classification titles will be assigned by Human Resources.
- L. **Benefited part time positions** – Positions authorized to work 80% of the full work schedule.
 - 1. These positions are eligible for County sponsored benefits, service time, prorated sick and vacation leave.
- M. **Temporary full time positions** – Positions will be considered temporary if they are approved for one (1) year or less.
 - 1. These positions are eligible for County sponsored benefits, sick leave and do not earn service time.
 - 2. The County manager may approve vacation accrual rates of 0, half or full per pay period.
 - 3. Grade and classification titles will be assigned by Human Resources.
 - 4. Salaries for temporary positions cannot exceed the comparable position within the compensation plan unless it has been approved by the County Manager.
- N. **Temporary part time positions** – Positions will be considered temporary if they are approved for one (1) year or less.
 - 1. These positions are not eligible for County sponsored benefits, sick or vacation leave or service time.
 - 2. These positions will not be assigned a grade.
 - 3. Classification titles will be assigned by Human Resources.
 - 4. Salaries for these positions cannot exceed the comparable position within the compensation plan unless it has been approved by the County Manager.
- O. **Seasonal positions** – Positions will be considered temporary if they are approved to be filled for a designated period, not to exceed six (6) months continuous duration.
 - 1. Employment may recur on a regular time cycle.
 - 2. Seasonal positions may work full or part time hours.
 - a. Seasonal positions may not work more than 1,000 hours in a KPERS calendar year.
 - 3. Seasonal positions are not eligible for County sponsored benefits, sick or vacation leave, or service time.

4. Classification titles will be assigned by Human Resources.
5. Salaries for temporary positions cannot exceed the comparable position within the compensation plan unless it has been approved by the County Manager.

P. Grant positions – These positions are funded from grant funds, designated for a specific purpose.

1. As provided per grant, salaries and benefits will be paid to all grant employees.
2. Grade and classification titles will be assigned by Human Resources.
3. Depending upon the availability of funds, salaries of grant employees may be frozen.
4. Grant positions will be eliminated when funds are no longer available for salaries and benefits under the grant.
5. Divisions are responsible for ensuring funding is in place for grant positions.
6. When the funding source of a grant-funded position is split between different budgeted funds in the current year's adopted or revised budget, such splits across funds shall not be modified without action by the BoCC.
 - a. After review by Budget and Human Resources, the County Manager may approve a short-term exception to allow a greater portion of a split position to be funded with a grant award. Short-term position funding adjustments that would increase a position's split into a certified fund under State budget law are not eligible for an exception.

Q. Internship positions – Internship programs must be approved by the BoCC.

1. Internship positions scheduled to work full-time hours will be eligible for County sponsored insurance, will accrue sick leave, and earn service time.

R. Unclassified positions

1. The following positions are Unclassified:
 - a. County positions that are filled by election or popular vote;
 - b. State appointed positions;
 - c. Appointed positions on boards and commissions established by and for the BOCC;
 - d. All part-time positions;
 - e. Temporary positions
2. Unclassified positions are not assigned a grade on the compensation plan, with the exception of full time, temporary positions.
3. Unclassified positions will be assigned a position number and are included on the division staffing table.
4. Human Resources must review the job duties to determine if they are exempt or non-exempt under the FLSA.

5. Procedures

A. Human Resources and Budget jointly maintain staffing tables which reflect budgeted positions.

1. Staffing tables are approved annually in the Budget approved by the BoCC.
 - a. Divisions, Departments, Elected and Appointed offices must not exceed the positions and FTE's on the staffing table.
2. To add a position to the staffing table outside the annual budget process:

- a. Positions may be added to the staffing table at any time with approval of the BoCC.
 - b. A copy of the job description must be submitted to Human Resources and Human Resources must assign a grade prior to placement on the BoCC agenda.
 - c. All position grades will be established by Human Resources per policy 4.2001.
 - d. Human Resources and Budget must be approvers on the agenda item.
 - e. Adequate spending authority must be available to support the position without formal amendment of the annual budget.
3. To delete or modify a position on the staffing table outside of the annual budget process:
- a. Requests to remove positions from the staffing table must be submitted to Human Resources and Budget by the department's Deputy County Manager, Assistant County Manager, Division Director, Elected or Appointed official. Upon approval, Human Resources and Budget will permanently delete the position from the staffing table.
 - b. Reclassifications increasing a position's grade must follow the reclassification process in policy 4.2001.
 - c. Vacant positions may be permanently downgraded to a lower position by submitting a request to Human Resources approved by the department's Deputy County Manager, Assistant County Manager, Division Director, Elected or Appointed Official.
 - i. A new job description must be submitted to Human Resources for grade assignment.
 - d. Full time positions may be permanently split into two part time, non-benefited positions at the request of the department's Deputy County Manager, Assistant County Manager, Division Director, Elected or Appointed Official after approval by HR and Budget.
 - e. Combining two part time positions to create one full time position must follow the process outlined in A.2 of this policy.
4. Temporary positions
- a. Must be requested by the Division Director, Elected or Appointed Official, Assistant County Manager or Deputy County Manager.
 - b. A request must be submitted to Human Resources detailing the need for the position, a copy of the job description, the estimated duration, and cost.
 - c. All requests will be reviewed by Human Resources and Budget for merit and funding, with final approval from the County Manager.
 - d. Temporary positions may be approved for one (1) year, with one six (6) month extension.
 - e. A plan for position elimination must be in place.
5. Under-fills
- a. Positions may be under-filled at any grade lower than approved in the budget.
 - i. Positions may be under-filled to meet the business needs of the Division, Department, Elected or Appointed office.

6. Double fills
 - a. Positions may only be double filled in the instance of an incumbent ending employment with the County, or if an incumbent is on Military leave.
 - b. Positions may be double filled for less than four (4) weeks with the approval of Human Resources.
 - c. Double fills for longer than four (4) weeks must be requested by submitting a request to Human Resources detailing the need for the position, the estimated duration, position number, and the classification title. All requests will be reviewed by Human Resources and Budget for merit and funding, with final approval from the County Manager.
 - i. Positions may be double filled while an employee is on Military leave with the approval of Human Resources.
 - d. Double fills must not exceed six (6) months.
7. Vacant Position Review
 - a. Annually, Human Resources will review all positions vacant for one (1) year or longer with the department to ensure positions are still critical to the success of the program.