



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DDA-4      Inventory of Full-Time                  Positions**

**APPROVED:** November 27, 1985      **REVISED:** September 1, 1995  
**Year of last review:** 2022  
**AUTHORIZING BOARD POLICY:** DDA

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** To establish guidelines for the definition and authorization of full-time positions in the District.

**PROCEDURE:**

I. Definition

- A. Full-time denotes that the position is expected to continue at forty (40) hours per week for a duration of more than four months.
- B. Position conditions are defined as:
  - 1. Long-term - Institutionally-funded and expected to continue beyond a fiscal year.
  - 2. Short-term - Institutionally-funded which are not anticipated to continue beyond one budget year, all externally funded (either in full or part), contracted, or matching positions; and/or positions created through a budget transfer during a fiscal year.

II. Authorization

- A. The Board of Trustees authorizes all full-time positions which have an expected duration of more than four months.
- B. Each approved position is included in the District's Classification and Compensation plans, based on an evaluation of the duties and responsibilities of the position.
- C. The Department of Human Resources is responsible for maintaining the position inventory system and records.
- D. The selection process used to fill a position is determined by the classification and category of the position, using standard procedures.

III. Funding

- A. Positions are funded by institutional monies in the annual budget and/or by external agreements.
- B. Positions authorized for the purpose of "matching" external monies, partly funded by external monies and partly by institutional monies for the purpose of creating a full-time position shall be established as short-term.

IV. Abolishment of Positions

- A. A position which was created as short-term, and which is not extended beyond its approved dates is abolished and is removed from the inventory.
- B. A position which was created as long term, and which is no longer budgeted is abolished and removed from the inventory of positions.
- C. A position which is no longer necessary to be filled is abolished and removed from the inventory.