

**Policy No. 1.08****Authorization for New Positions****Date of Issuance:****May 17, 2012****Revision Date:**

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.