

MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 3051
PAGE 1 OF 1

SUBJECT: HOURLY POSITION ACTIONS

APPROVED BY:

EFFECTIVE
DATE: 04-04-11 (replaces 03-01-05)

Executive Director

Reviewed (no changes): _____

POLICY

It is the policy of McIntosh Trail CSB to establish hourly staff positions to better provide direct care services to consumers. These positions are primarily for licensed clinical staff. Hourly positions may be established at any time, provided that budgets contain adequate funds. Position numbers are not to be shared by employees; each staff person should have his/her own position number.

PROCEDURE

An hourly position must be established before recruiting and placing an employee in that position.

Establishing a Position:

1. Obtain verbal/prior approval through proper channels from the appropriate Clinical Director of MH/AD Services or Director of DD Services to establish the position.
2. Make sure position can be funded. **Positions do not have to be funded in budgets before establishing the position.**
3. Complete the Hourly Position Request Form.
4. Submit completed form and attachments (if any) to the Human Resources Office.
5. Once the position has been approved and established, you will be notified by the Personnel Manager. The approval process should be completed within ten days of receipt.

Attachment:

1. Hourly Position Request Form

HOURLY POSITION REQUEST FORM

Complete this section to establish an hourly position.

Effective Date: _____ Dept. # _____ Position # _____
HR to complete

Job Title: _____ Job Number: _____

Immediate Supervisor's Position # _____

List the job duties that are to be performed by a person in this position.

With which consumer population will a person in this position primarily work?

Approval Section:

Program Supervisor Signature

Date

Clinical Director of MH/AD Services or
Director of DD Services

Date

Executive Director Signature

Date