



<p align="center">Policy Title Employee Planning Policy</p>	<p align="center">Original Adoption Date 7/20/1972</p>	<p align="center">Policy Number HR-152</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Chief of Human Resources & Talent Development</p>	
<p align="center">Policy Statement</p> <p>The president and the Leadership Team are responsible to plan staffing by evaluating present and future programs, courses, and services. The president will submit a recommendation to the district board to provide the necessary staffing as a part of the annual budget process.</p> <p>The district board will approve the broad purpose and function of new positions and position changes as recommended by the President. A position description will be included in the recommendation. Management and support staff positions will be evaluated by the KonFerry Hay Job Evaluation Methodology.</p> <p>The Human Resources Department will be responsible for maintaining position descriptions. Employees are responsible for updating position descriptions, obtaining approval, and requesting changes through the Human Resources Department.</p>		
<p align="center">Reason for Policy</p> <p>Minimum qualifications for all positions are established based on position-related criteria as set forth by the college. Certain positions also require qualifications under the Wisconsin Administrative Code.</p>		
<p align="center">Cross References and Legal Review</p> <p>Reviewed/Revised: 3/19/81; 11/16/89; 8/18/93; 6/17/96; 7/01/02; 12/03/09; 09/08/17 Wisconsin Statutes 38.04(4)(a); 38.12(3)(b)</p> <p>Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint; III.B. People Treatment; III.C. Compensation and Benefits; III.D. Budgeting/Forecasting</p>		
<p align="center">Definitions</p>		