

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: December 16, 2004

REVISED: August 17, 2006

| 310. ABOLISHING A POSITION                                       |  |
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| 1. Purpose   | It is the responsibility of the Joint Operating Committee to provide the administrative staff necessary for implementation of the educational program and proper operation of the school, and to do so efficiently and economically.   |
| 2. Authority<br>SC 1850.1<br>Title 22<br>Sec. 4.4<br><br>SC 1124 | <p>The Joint Operating Committee recognizes its responsibility to maintain administrative staff positions consistent with the needs of the school.</p> <p>In the exercise of its authority to reduce staff or abolish positions, the Joint Operating Committee shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.</p> |
| 3. Guidelines<br>Pol. 311  | <p>The abolishment of administrative positions may be brought about by many facts, such as decline in student enrollment, changes in the organizational structure of the school or changes in the physical facilities of the school.</p> <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Joint Operating Committee policy.</p>   |
| 4. Delegation of<br>Responsibility                               | The Administrative Director shall recommend annually to the Joint Operating Committee the number of administrative positions needed for the school to function efficiently, including recommending the abolishment of unnecessary positions.   |