



Department: Human Resources
Policy Number: HUM-A041
Effective Date: 08/29/05

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

STAFFING

The official student count is taken from the membership column of the attendance report and reviewed on a daily basis at the beginning of the school year. Staffing adjustments are made as quickly as possible if the membership of the school increases or decreases substantially. The total membership determines administrative and support positions as well as classroom teachers.

The following are used as priorities for staffing:

All schools are sufficiently staffed to meet Tennessee Board of Education Rules and Regulations.

Additional staffing is assigned to meet the specific academic and programmatic needs of each school as approved by the Chief Academic Officer, Chief Financial Officer and Chief Human Resources Officer.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/29/05		Initial Release
3/23/10	A	Revise title from Human Resources Director of Chief Human Resources Officer.
7/01/11	B	Deleted state BEP from first priority for staffing and substituted Tennessee Board of Education Rules and Regulations.
5/21/14		Reviewed, no changes.
5/23/16	C	Replaced "reporting period" with "four weeks of school starting".
8/28/17	D	Para.1, first sentence – removed "first" and added, "reviewed on a daily basis at the beginning of the school year. Para. 1, second sentence, added, "Quickly as possible".

***** End of Policy *****