

# Stark County Board of Developmental Disabilities

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## TABLE OF ORGANIZATION

### POLICY

The Board shall have a Table of Organization which identifies each part-time and fulltime authorized position within the organization and the lines of supervisory responsibility.

The Human Resources department is responsible for maintaining the Table of Organization with a specific position control number assigned to each authorized position. Each fulltime or part-time employee and/or contract employee filling a position, must have a position control number. Position control numbers are assigned by the Human Resources department and must be tied to Board authorization for the creation or deletion of positions.

The Table of Organization should be reviewed no less than annually by the Superintendent, with appropriate recommendations made to the Board. The Superintendent has the authority to convert fulltime positions to part-time or part-time to fulltime positions within the same classification to meet the operational needs of the organization, as long as the total fulltime equivalents are not increased by virtue of the changes.

Historical Resolution Information		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Superintendent
2/18/12	02-18-12	Director of Human Resources
8/22/15	08-46-15	