1. **Criteria for Assignment of Position Numbers**

Position numbers are assigned to each budgeted position held by certificated employees who have regular status with the District, and to limited and substitute status employees assigned to budgeted positions.

No position numbers will be given to certificated hourly or summer session assignments. The assignment of a number to a new position and the re-designation of the number of budgeted positions will be made whenever budget changes are approved by the Budget Branch.

2. **Position Number Identification**

Position numbers have five identifying elements: (1) location; (2) program code; (3) class code; (4) basis (i.e. A, B, C, D); (5) sequential number within the class code and basis. For example, if a location has five counselor positions budgeted in the basic program (program 100) on a D basis, the position numbers for class 0706, D basis will be 001 through 005. If the same location has two additional counselor positions, also D basis, in the Handicapped program (Program 420), their position numbers will also be 001 and 002. Using the same example, if the location has two C basis counselor positions budgeted in program 100, their numbers will also be 001 and 002, since numbering is sequential in basis as well as class code and program.

3. **Less-Than-Full-Time Positions and "Split" Positions**

When one budgeted full-time equivalent (FTE) is occupied by two or more employees, those employees will share the same position number. If the budgeted FTE's within a program, class code and basis total to something other than a whole number (i.e. 15.50 FTE), the fractional FTE will always appear at the end of that class code and basis and will assume the position number next in the sequence; the .50 FTE of 15.50 FTE will assume position number 16, etc. If an employee is charged to two different programs with the same class code and basis, the position number for that employee will be the same in both programs. This may cause the position number to be out of sequence in one of the two programs; if this is the case, a note will appear in the Position Control Report in the program in which the number is out of order under the position number to which he should have been assigned; the note will explain that the funding for that position is being allocated to the position which appears out of sequential order (i.e. appears as unbudgeted.)