

**FOOTHILL/DE ANZA COMMUNITY COLLEGE DISTRICT
AUTHORIZATION TO ELIMINATE POSITION**

STEP 1 - POSITION VERIFICATION AND CURRENT STATUS.....(Completed by Campus/CS)

Position Title: _____

Position #:

Campus/Site (*circle one*) DA FH CS Division/Department: _____

% FTE _____ # Mo. _____ Position Type (*circle one*) Administrative Faculty Supervisor Classified

Status: VACANT or FILLED (*circle one*) Incumbent (or Prior Incumbent): _____

STEP 2 – CAMPUS/CS RECOMMENDATION TO ELIMINATE POSITION(Completed by Campus/CS)

% FTE to Eliminate: _____ or # of Mo. _____ Effective Date of Elimination: _____

Affected FOAP Code(s) _____ % Funding: _____

FOAP Code(s) _____ % Funding: _____

The work performed by this position will be: _____ Eliminated indefinitely _____ Reorganized with work assigned to one or more other position(s) as follows:

(Optional) Recommendation to Eliminate Position By: _____ Date: _____
Area VP

Review and Recommendation of Campus VP/CS Administrator: _____ Date: _____
(VP Educational Resources and Instruction/VP Finance and Educational Resources)

STEP 3 – CAMPUS PRESIDENT/CS VICE CHANCELLOR AUTHORIZATION to ELIMINATE

Campus President or CS Vice Chancellor

Date

Submit Original to Human Resources Vice Chancellor

For Human Resources Use ONLY

District HR: _____
Director/Vice Chancellor

Date: _____

Budget Office: _____

Date: _____

ECLS: Admin Faculty ACE Conf. CSEA OE3 Teamsters

PROCESSED BY HR: _____

Date: _____

BOARD APPROVED: _____

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
PROCESS TO ELIMINATE A POSITION
Identification and Decision-Making**

Campus Process

1. STEP 1 - POSITION VERIFICATION and CURRENT STATUS

- a. Identify position to be eliminated
- b. Verify position status

2. STEP 2 - CAMPUS/CS RECOMMENDATION

- a. Discuss with appropriate campus/central services administrator(s) – may include other administrators, vice president and/or president.
 - i. Identify how work will be affected
 1. eliminated indefinitely, **OR**
 2. added to one or more other position(s)
 - a. identify other positions affected by additional workload
 - b. how will work be distributed
 - c. what is impact to individuals performing work
 - ii. Identify how work will affect District services to students or others
 1. identify students/customers affected
 2. impact to services
 3. what are potential liabilities
- b. Make recommendation to campus vice president or central services vice chancellor
 - i. If Vacant:
 1. Determine effective date of elimination
 2. Proceed with authorization to eliminate
 3. Forward to campus vice president or CS vice chancellor for signature
 4. After obtaining signature of campus VP/Vice Chancellor, proceed to Step 3
 5. Obtain originating campus president or CS vice chancellor signature
 6. VP/Vice Chancellor forward to HR Vice Chancellor
 - ii. If Filled Position
 1. Determine effective date of elimination
 2. Proceed with authorization to eliminate
 3. Forward to campus vice president or CS vice chancellor for signature
 4. Campus VP or CS Vice Chancellor obtain impact information from HR
 5. Campus VP or CS Vice Chancellor obtain agreement of affected Campus President/VP or CS Vice Chancellor.
 6. Campus VP/ CS Vice Chancellor proceed to Step 3 and forward to HR

3. STEP 3 – DISTRICT-WIDE ADMINISTRATIVE IMPACT REVIEW

- a. If Vacant – VP/Vice Chancellor:
 - i. Obtain originating campus president or CS vice chancellor signature.
 - ii. **Forward to HR**
- b. If Filled Position – VP/Vice Chancellor:
 - i. Obtain originating campus president or CS vice chancellor signature.
 - ii. Review potential impact of recommendation with HR Director
 - iii. **Forward to HR**