ST. VRAIN VALLEY SCHOOLS
academic excellence by design

REQUEST FORM FOR PTAC/PTO-FUNDED POSITIONS

Step 1: Details of Request *(To be completed by the school administrator with the assistance of the area HR director)*

Name of the Parent Teacher Organization

School/Location   School Year

School Administrator Name

Requested Position	Employee Name (if known)	FTE/Hours	Expected Rate of Pay
Requested Position	Employee Name (if known)	FTE/Hours	Expected Rate of Pay
Requested Position	Employee Name (if known)	FTE/Hours	Expected Rate of Pay
Requested Position	Employee Name (if known)	FTE/Hours	Expected Rate of Pay

Reviewed by HR director (initial/date)

(After completing this section, please submit this form to the Payroll Manager for an estimate of costs for this request)

Step 2: Estimate of Costs *(To be completed by the payroll manager)*

Estimated total cost: $ _____   *(See attached payroll estimate for itemized costs)*

Step 3: PTAC/PTO Approval *(To be completed by the PTAC/PTO president)*

By signing below, the PTAC/PTO listed above has approved and obligates itself to pay for all costs for the additional FTE listed above incurred during the indicated school year. Any employee paid for by the PTAC/PTO will be treated as a regular District employee; subject to District rules and policies, and to all other applicable government, PERA and other regulations.

PTAC/PTO President Printed Name   Signature   In lieu of signature, you may check this box to indicate electronic approval. <u>Please also confirm your approval</u> in the e-mail when returning this form.   Date

(After signing this section, please submit this form to the district budget director for final approval)

Step 4: Final District Approval *(To be completed by the district budget director)*

Expenditure Account(s): _____

Revenue Account: _____

Approved by Budget Director (initial/date)

Revised 7/13/15

Hiring with Outside Funding: PTAC/PTO Funding for Positions

On occasion, a school PTAC or PTO has the ability to provide funding for additional staff to support a school. The school principal and PTAC/PTO President must adhere to the following guidelines and process when considering funding positions using PTAC/PTO funds:

- PTAC/PTO should work closely with school administration regarding the needs of the building.
- PTAC/PTO can allocate funding for classified positions if the school administration is in agreement that the additional support would be helpful. Certified positions will not be funded by PTAC/PTO.
- School administration takes full responsibility for the hiring, evaluation, and direction of staff hired with PTAC/PTO funds. All employment processes must follow the district procedures and guidelines.
- School administration should consult with their area assistant superintendent and Area HR Director to ensure that there is not a conflict of interest in how the staff will be allocated.
- It is the school administrator's responsibility to make sure that the cost of the classified staff does not exceed the amount of funding provided by the PTAC/PTO.
- The PTAC/PTO will be responsible for funding benefits for the position, including PERA, Medicare, and Medical Insurance.
    - If the PTAC/PTO provides funding for a benefit-eligible individual who also holds another position within the District, the PTAC/PTO will be responsible for their proportionate share of benefits based the PTAC/PTO percentage of the employee's total FTE.
- No person being considered for a position can be asked if they will take insurance should they be offered a position, and no person can be denied insurance once hired should they be eligible for and elect to take insurance.
- Staff hired into positions funded by PTAC/PTO are afforded all rights to employment as any other staff in SVVSD, including pay raises if eligible per district requirements. The PTAC/PTO will be responsible for their share of any increase.
- Annual insurance premium changes adjust beginning with the December payroll. The PTAC/PTO will be responsible for their share of any increase.
- Employer PERA contribution annual rate changes adjust beginning with the January payroll. The PTAC/PTO will be responsible for their share of any increase.
- Because PTAC/PTO positions are funded on a year-to-year basis, employees are not guaranteed PTAC/PTO-funded employment or hours (FTE) for subsequent years.
    - If PTAC/PTO commits in writing to a 2nd year of funding prior to non-renewal of staff, then that staff member may continue in his or her existing position.

Approval Process for PTAC/PTO-Funded Positions

Once the school administration and PTAC/PTO have agreed on the above parameters, the school administrator must seek written approval for all PTAC/PTO-funded positions via the process outlined below. This process must be followed (and a new form submitted) every year a PTAC/PTO-funded position is requested. *(E-mail is the preferred method of communication and form submission.)*

1. The School administrator will contact the area HR director regarding the PTAC/PTO intention to donate funds for a position. The HR director will review the request and assist the administrator with completion of **Step 1** of the PTAC/PTO request form.
2. The HR director will initial the form indicating they've reviewed the request, and the school administrator or HR director will submit the request form to the payroll manager.
3. The payroll manager will complete **Step 2** of the form, providing information to the school administrator regarding the estimated costs for the additional positions.
4. The school administrator will share the estimate with the PTAC/PTO.
5. The PTAC/PTO president will review and approve the estimate and complete **Step 3** of the request form and return it to the school administrator. The administrator will then submit the form to the budget director, including any estimates, letters of intent, and any other pertinent communication or records regarding the request.
6. The budget director will review the request for new positions to be added to the school. If approved, the budget director will update position control in the accounting system and complete **Step 4** of the form. The budget director will then send a copy of the approved, completed form to all parties involved.
7. HR will create the position(s) in the accounting system using the appropriate code from the form, and will follow the district process for posting, hiring, and evaluating the staff member.
8. After the last day of each quarter (September, December, March and June), Payroll will send an invoice to the school. The school administrator will be responsible for requesting the funds from the PTAC/PTO and posting the payment to the revenue account code listed on the form.
9. The school administrator is responsible for monitoring the costs of the additional staff and making sure that the costs incurred do not exceed the amount of funding approved by the PTAC/PTO.