

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 4

Date: 10/20/98

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

4.107 PERSONNEL STAFFING

SECTION 4.107.1 Personnel Staffing Unit Plan

Personnel Staffing Units shall be allocated to each school, based upon the grade levels encompassed by the school, and the number of students enrolled in that school. The Personnel Staffing Unit value is based on the average teacher salary, including fringe benefits, from the previous year. Annually, the Administrative Cabinet will establish a ratio for each level to be used to compute the PSU allocation. Allocations for comprehensive high schools will be reduced by an amount which is based on the number of students who transfer to Abraxas between October 15 and the end of the previous school year.

Process

1. Each spring the Business Support Services Office will send enrollment projections to Personnel Support Services. A personnel staffing unit form will be sent to principals by the Personnel Office. The principals shall fill out a tentative PSU form using the enrollment projections from Business Support Services, and return to Personnel Support Services for verification of resources available. A list of any proposed classified staffing changes (elimination of positions, reduction or addition of hours) should accompany the PSU plans. The PSU plans are then forwarded to Learning Support Services for approval and returned to Personnel Support Services.
2. The PSU plans are then used by Personnel Support Services to develop a Table of Authorized Personnel (TAP). This is used for budget projections for the coming year. The budget projections and TAP are submitted to Business Support Services.
3. The time line for development of PSU plans shall be established in the Business Support Services budget calendar each year.
4. The initial PSU plan shall not include any transfers from personnel accounts to non-personnel accounts. Transfers to non-personnel accounts will be accepted after the final PSU budget has been established in October. Schools having a balance in their PSU accounts will be allowed to transfer 1.5 PSUs with an enrollment of 2000-3000; 1.0 with an enrollment of 1001-2000; and .5 with an enrollment of 1-1000. This must be transferred by the cut-off date of March 31 each year.
5. The official number of PSUs for which a school is eligible will be based upon the first month enrollment report (October). Thereafter, increases will be made only in cases of rapid growth. Rapid growth is defined as growth which requires additional staffing to avoid class overloads. These allocations will be made in accordance with the following guidelines:
 - a. PSU budget adjustments that are made as a result of increased enrollment shall be initiated by the principal, verified and approved by Learning Support Services, and forwarded to Personnel Support Services.
 - b. After the October PSU staffing is established, and throughout the school year, following approval by Learning Support Services and Personnel Support Services, increases or decreases in personnel and/or work hours must be submitted on a

SECTION 4.107.1 Personnel Staffing Unit Plan

- budget adjustment request. This form is to be submitted to Personnel Support Services for verification and adjustments to the PSU plans, to Learning Support Services for approval, and then to Business Support Services for adjustments to the budget.
- c. Schools experiencing an increase in enrollment will be allocated one additional PSU staffing unit (prorated) based on achieving 10 or more pupils in Grades K-3 or 14 or more pupils in Grades 4-8. The additional enrollment must be verified by Learning Support Services prior to issuing of additional PSUs. If the school continues to grow, no additional units shall be granted until the school is 10 or more over the next full unit in Grades K-3 or 14 over in Grades 4-8. If no increase in student enrollment occurs, the school will not be required to pay back the overage.
 - d. The PSUs added to a school's plan as a result of rapid growth will reflect only that proportion of the year remaining.
6. Final PSU allocation for Abraxas will be based on the official enrollment as of the fifth month enrollment report. PSUs will be assigned to the OCIS Program based upon the number of students enrolled on December 1. At the end of January an average of the enrollment for November, December, and January will be calculated and the final assignment of PSUs for OCIS will be based upon that average.