

Procedure Limited Status Positions Procedure	Last Update: April 22, 2019
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References: County Policy – Limited Status Positions, Jefferson County Personnel Rules

Purpose: To ensure proper authorization and administration of Limited Status Positions.

- A. To request or reauthorize a Limited Status Position that does not require additional budget appropriations, the following procedure must be completed in order as follows:
1. The requesting department will contact Human Resources to determine appropriate job classification for the requested position.
 2. The requesting department will submit a completed Request for Limited Status Position form signed by the County Manager (for departments reporting to the County Manager) or appropriate authorizing elected/appointed official to the Strategy, Planning, and Analysis Division.
 3. The Strategy, Planning, and Analysis Division will set up the position in the Enterprise Resource Planning (ERP) system and inform the requesting department/division. (Note: By default, each Limited Status Position is budgeted at 1.0 FTE.)
 4. The requesting department will work with Human Resources to initiate the recruitment process.
- B. To request or reauthorize a Limited Status Position that does require additional appropriations, the following applies:
- The requesting department will obtain approval from the Board of County Commissioners via the standard budget supplemental request process or during the annual budget development process.
- C. Limited Status Position Tracking
- Departments are responsible for tracking Limited Status Position start and end dates. Human Resources can provide a report with this information.