



Position Control Conversion Guidelines

These guidelines apply to the conversion of General Fund position allocations and will be used by Position Control as the criteria for approving and processing all conversions. WCSD observes consistent and equitable posting, hiring, and employment practices for employees in all positions, regardless of funding source or conversion status.

- All conversion requests must be approved by the school's Area Superintendent to ensure they are consistent with academic needs.
- Elementary conversions must align certified staffing with K-3 class-size requirements.
- An allocated position must be vacant before it can be converted.
- Converted positions are authorized as Limited Term for one year at a time.
- All District posting requirements must be met before a candidate can be selected for a newly converted position. For example, all vacant benefits eligible positions require posting. Please contact HRPostingHiring@washoeschools.net for the posting guidelines that apply to a specific position.
- Provided the school has an allocation available, a conversion may be re-done each year and the employee occupying the position may remain in the position without posting. A new conversion request and UHR are required each year.
- Conversion requests may be held by Position Control until the close of an applicable overage or transfer period. During overage/transfer periods, positions that cross association groups must be posted before they can be converted. For example, a certified teacher position cannot be converted to an ESP position unless it remains vacant at the close of an overage/transfer period.
- Position Control will do a spreadsheet estimate to ensure the conversion does not result in additional costs to the General Fund.
 - Due to changes in employee salary and benefit costs, a new cost estimate will be required each year that a conversion is re-done.
 - The conversion will be processed if costs remain the same or are less than those of the allocated position.
 - The school may opt to find an alternative funding source to cover costs that are greater than those of the originally allocated position (i.e., grant funding or operational funds).
 - A budget transfer for additional costs will be required to complete processing of a conversion if the cost exceeds the amount of the original allocation.
 - The school may opt to reduce the hours or days of a converted position to keep costs budget neutral.
 - Cost estimates will include all salary and eligible benefits related to the conversion. Benefits triggered by one employee holding multiple positions will be taken into account.
 - Occasionally an employee opts to waive benefits. However, the employee remains benefits eligible and may change his or her mind during open enrollment or if a qualifying event occurs. In this situation, the additional cost for benefits will still be withheld when a budget transfer is made to complete a conversion. If benefits are not utilized, the Budget Office will restore the unused amount withheld for benefits in March of that school year.



POSITION CONTROL CONVERSION REQUEST FORM

SCHOOL/DEPARTMENT:

DATE OF REQUEST:

ADMIN SIGNATURE:

FOR SCHOOL YEAR:

1. *Principal/Administrator* completes form and emails to positioncontrol@washoeschools.net. **Electronic submission please.**
2. *Position Control* provides cost estimates, verifies that conversion guidelines are met, and routes to Area Superintendent.
3. *Area Superintendent* reviews for consistency with school academic needs, and returns to Position Control with **digital signature**.
4. *Position Control* processes and notifies school of final approval via email. **Converted positions are authorized for one year only.**
5. *Principal/Administrator* completes Universal Hiring Requisition(s) for the converted position(s).

Newly converted positions must follow District posting guidelines before a candidate may be selected.

CONVERT FROM:

FTE	Position Title & Number	PC Use – Vacancy/Posting Notes	PC Use – OrgKey/Object

CONVERT TO:

FTE	Position Title & Number	Employee Name & ID (if position is occupied)	PC Use – OrgKey/Object

Notes & Purpose of conversion:

Approved Department Date

Not Approved

Approved Area Superintendent Date

Not Approved

PC Use:	CRF	Date Recd	File Name
Approved		Date Completed	PC Signature
Not Approved			