

## **FINANCE**

### **General Policies and Procedures**

#### **Reallocation of Authorized Funds Affecting Positions**

This regulation replaces Regulation 5135.3.

##### **I. PURPOSE**

This regulation establishes procedures for principals and program managers to request the reallocation of funds affecting positions. Positions requested to be reallocated must be vacant. Reallocations are approved for one fiscal year only. Requests should be submitted prior to June 1 and approved in advance of the next fiscal year (before June 30).

Central office position reallocations may be submitted through this process for short-term needs not to exceed one year. If an extended reallocation is needed, a position reclassification must be requested under the guidelines set forth in the current versions of Regulations 4172 and 5130.

##### **II. GUIDELINES**

Principals and program managers shall use the following guidelines to request a reallocation:

###### **A. Administrative**

1. School Board-approved staffing standards that impose caps, state and regional accreditation standards, and Standards of Quality for Public Schools in Virginia shall be followed.
2. Positions requested to be reallocated must be vacant as of the effective date of the request.
3. Funding for the following shall not be subject to reallocation:
  - a. Guidance counselor positions
  - b. Kindergarten assistant positions
  - c. Kindergarten teacher positions
  - d. Librarian positions
  - e. School-based technology specialists (SBTS)
  - f. Resource positions or funding such as time-out, FOCUS, etc.

- g. Substitute teacher allocations
  - h. Overtime or overbase allocations
4. Special education teacher and assistant position reallocations must be authorized through the assistant superintendent, Department of Special Services.
  5. Custodian positions may be reallocated for temporary custodial hours.
  6. The effective date for funding each reallocation shall be determined by the date of submission unless a future date is specified.
  7. Selection and contracting of personnel to fill a reallocated position shall not be initiated until the reallocated position or funding has been approved at all levels of authority.

**B. Financial**

1. Reallocations shall not exceed the amount budgeted.
2. Dollar value of full-time equivalent (FTE) positions traded out or cost of positions traded in shall be priced using current budgeting conventions for vacant positions-BA+15, step 05 for teacher positions and step 05 for US-scale positions. An instructional assistant (IA) position will be considered equivalent to 0.5 teacher position for trading purposes.
3. Funds not expended due to vacancies, hiring delays, and underfills shall be credited to budgeted salary lapse and cannot be reallocated.
4. Supply and textbook money to be reallocated to salary accounts shall not exceed 25 percent of the current-year approved budget allocation, in accordance with appropriation control levels established in the financial accounting management information system (FAMIS). Reallocations exceeding 25 percent of the textbook and supply current-year budget must be approved by the cluster assistant superintendent.
5. Reallocations from supply and textbook accounts shall not be processed unless sufficient funds are available for the remainder of the year for all subsequent orders.

**C. Other**

Requests outside the parameters of this regulation require written justification and must be approved by the cluster assistant superintendent (when appropriate) and the Superintendent or his or her designee.



### **III. PROCEDURES**

#### **A. Principals or Program Managers**

1. A reallocation (trade-off) request form, FS-137, shall be completed by the principal or program manager in accordance with the administrative and financial guidelines above (see paragraphs II.A. and II.B.), with full justification for the request indicated on the form. A fillable version of the form is available on the FCPS intranet site at <http://fcpsnet.fcps.edu/it/records/forms/fs137.pdf>. This link is available only from computers within the Fairfax County Public Schools network (FCPSnet).
2. Upon completion, the reallocation request shall be forwarded to the Department of Human Resources.

#### **B. Department of Human Resources**

1. The director, Office of Employment Services, or his or her designee, as appropriate, shall determine if the requested staffing change complies with administrative guidelines (see paragraph II.A.).
2. If all administrative guidelines are met, approval shall be indicated on the request form, and the form shall be forwarded to the Department of Financial Services.
3. If disapproved, the reallocation request form shall be returned to the program manager, with appropriate comments, and copies of the request distributed as appropriate.

#### **C. Department of Financial Services**

1. The director, Office of Budget Services, or his or her designee, shall determine if the requested reallocation complies with financial guidelines (see paragraph II.B.).
2. If all financial guidelines are met, appropriate funding information shall be identified, the request processed, and the form distributed.
3. If financial guidelines are not met, the form shall be returned to the program manager with appropriate comments.
4. Reports summarizing trades requested and processed by cluster or department can be provided to assistant superintendents on an as-needed basis.

**D. Superintendent**

1. The Superintendent or his or her designee shall review all reallocation requests affecting administrative positions and those outside the parameters of this regulation.
2. Approval or disapproval of the reallocation request shall be indicated on the form and returned to the Department of Financial Services for processing and distribution.

**E. Selection and Contracting of Personnel**

If all conditions are satisfied, the selection and contracting of personnel shall be initiated through the Department of Human Resources.

See also the current versions of : Regulation 4171, Position Classification Plan  
Regulation 5130, Position Control and Personnel  
Action Request