

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

<b>ESTABLISHMENT OF POSITIONS</b>			
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**POLICY NO.**

3.3

**EFFECTIVE:**

01/02/2024

- A. When requesting a new full time permanent position, the agency head shall submit a completed Position Analysis Questionnaire and request to the County Administrator's office. No person shall be hired, promoted, demoted, transferred, or paid in any position until the position has been approved by the County Administrator and funded by the Board. New authorized positions funded in whole or in part by the County may be established only with the approval of the Board of Supervisors and may be reallocated and redistributed within and among departmental complements.
- B. New authorized position requests for positions with 100% non-County funding may be established with approval from the County Administrator. These positions are complement Category III positions and shall be abolished automatically when non-County funding is no longer available. It is the department's responsibility to notify the County Administrator when funding is no longer available. Allowing employees to report to work beyond the position's funding authorization may result in liability and/or disciplinary action, up to and including dismissal.
- C. It is the responsibility of the agency head to notify the County Administrator, through the budget process, whenever a position is no longer needed. The position shall be removed from the department's authorized complement.