

## **Lewis Center for Educational Research**

**BP 4410:      PERSONNEL  
EMPLOYEE STATUS CHANGE**

**Adopted:      September 2, 2004**

**Revised:      March 9, 2015**

The pay and benefit structure of the Lewis Center for Educational Research will be established by the Foundation Board as part of the budgetary process each year. This schedule must be approved by the Board and correspond to any and all changes reflected in the annual budget. These changes must be reflected in the budget to allow the Foundation Board oversight.

During the budget process, if any changes are made to an employee's compensation and/or benefit package to include but not limited to: rate of pay; number of work days; stipends; benefits package or any other material changes, the Administrator will work with the Human Resources ("HR") Department to assess the operational needs of the LCER and generate documentation describing in detail the need and the benefit to the organization and its core principles and mission. The Request to Hire is submitted to the Director of HR for signature. HR then submits the request to the Finance Department.

The Finance Department will assess the financial needs of the request and determine the impact on the budget. Once the information is assessed, the Request to Hire is submitted to the Director of Finance for signature. Finance then submits the request to the President/Chief Executive Officer ("CEO") for signature and final approval and for placement on the Foundation Board agenda for review and oversight.

During the year, and after budget approval, an Administrator may believe that he/she has a specific need to make a material change to an employee's compensation and/or benefit package. To initiate such a request, the Administrator must follow the same procedures as stated above in submitting a Request to Hire form and working with the HR and Finance Departments to assess the operational and financial needs of the request. Finance then submits the request to the CEO or designee for signature and final approval and for placement on the Foundation Board agenda for review and oversight. .