



Policies and Procedures

Subject: Staff Management	Document Number: 306	Effective Date: DRAFT
	Version Number: 001	Last Revision: DRAFT

1. Authority to define and create permanent staff positions may be granted by:
 - a. The NJSI bylaws.
 - b. The NJSI Policies and Procedures as implemented by the NJSI BOD.
2. Authority to fill or hire, remove, or replace approved staff positions shall be delegated as follows.
 - a. All decisions shall require the consent of the General Chair.
 - b. Staff positions shall report to a specified NJSI Officer or Director.
 - c. The managing Officer or Director shall coordinate with the Admin Vice Chair for issues related to contracts, benefits, hiring, removal, or any personnel issues.
3. Management and direction of the staff position is the responsibility of the Officer or Director to whom the staff reports.
 - a. The General Chair has final authority in all matters of staff management.
4. The General Chair or Admin Vice Chair shall approve salary, wage, or contract rates within the guidance established by an Approved NJSI budget, or HOD or BOD resolution.
 - a. For clarity, this clause exists to provide the General Chair or Admin Vice Chair with the flexibility to manage the staff positions of NJSI once the position has been defined or created in accordance with the NJSI Bylaws and the NJSI Policies and Procedures.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number