

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

**Funding:** (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Signatures:**

George Bradshaw  
1. Requesting Manager Signature

8/18/20  
Date

\_\_\_\_\_  
4. Human Resources Signature Date

\_\_\_\_\_  
2. Division Vice President Signature Date

\_\_\_\_\_  
5. Vice President, Human Resources Date

\_\_\_\_\_  
3. Chief Compliance/Budget Officer Signature Date

☐ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

\_\_\_\_\_  
6. Signature of President/CEO Date

Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach **Existing** Job Description)

Newly Funded Position Fiscal Year \_\_\_\_\_  
No Existing Job Description  
(Attach Draft of **New** Job Description)

☐ Classified Confidential  
☐ Supervisory Administrative

**\*\*For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: \_\_\_\_\_