

**MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS****(Instructions for completing this form begin on page 2)**☐ Classified ☐ Confidential ☐ Administrative☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment**A**

Position: _____ FTE (%): _____

Division: _____ Department: _____

Term (month/year): _____ Salary Schedule (Range): _____

Work Schedule (Days, Hours): _____

B**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

Incumbent name: _____ Last date of employment: _____

Reason for vacancy: _____

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____

Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill**C****Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):****Area Vice President Initials:** _____**D****Budget information to fund this position:**

Account Number: _____ Amount: _____ % \$ _____

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Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

Fiscal Use Only: Funding available Funding not available | Position # _____ Contract # _____**E****Signatures - print/sign/date (to be completed in numerical order):**

1. Requesting Manager: _____

2. Division Vice President: _____

3. Applicable Human Resources Manager: _____

4. Chief Compliance/Budget Officer: _____

5. Vice President, Human Resources: Recommend to fill Yes No (see attached rationale) _____

Initial Date

Reviewed by the President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: _____