

**Adams State College**  
**Justification for Personnel Action**  
(ATTACH TO PERSONNEL CONTRACT RECOMMENDATION)

**Contact Information**

Department: _____	Request Date: _____
Contact Person: _____	Phone Number: _____

**Proposed Employee Action** (Check one)

<input type="checkbox"/> New Hire <input type="checkbox"/> Promotion (not reallocation) <input type="checkbox"/> Reallocation <input type="checkbox"/> Supplemental <input type="checkbox"/> Temporary Pay <input type="checkbox"/> Other: _____
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**Proposed Budget Code:** \_\_\_\_\_

**Comments on Funding Source**

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**Criteria for Request** (Check all that apply)

- ☐ Critical to the health, welfare, and safety of the public in general.
- ☐ Would create a disruption to an essential College function if not filled.
- ☐ Failure to perform this service would create legal liability.
- ☐ Failure to perform this service would negatively impact student educational experience.

**Essential Functions of the Position**

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**How have you managed in terms of getting these functions done to date?**

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**What won't get done if the proposed action is not taken? (Consequence if request is not granted)**

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### **Executive Council Review**

This request was submitted to Executive Council for review on \_\_\_\_\_.

Executive Council recommends that this request be   ☐ Approved   ☐ Not Approved

Recommended Limitations (if any): \_\_\_\_\_  
\_\_\_\_\_.

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### **Presidential Approval**

The above requested action has been evaluated and that the needs described above cannot be met in any other prudent manner. .

\_\_\_\_\_  
David P. Svaldi, President

\_\_\_\_\_  
Date