



Request for Personnel

July 25, 2013

It is important to have a clear and coordinated process for deciding whether to fill open positions and approve any request for new positions. Therefore the following steps are required:

1. To facilitate fair comparison across areas a standard operating procedure of gathering information will be coordinated by the Vice President of Human Resources. All requests go first to Human Resources (HR) and must have the support of a cabinet member. The following information should be gathered:
 - a. Completed *Request to Hire Form* (available from HR and on HR web site).
 - b. Prior incumbent and job description or new job description **MUST** be attached to hiring form.
 - c. Salary or hourly wage anticipated (current budget amount or less).
 - d. A brief narrative addressing: the need, alternate methods of meeting the need, resources within the cabinet member's area that can be used to fund the position, and any operating or start-up costs.
 - e. Anticipated hire date.
2. The Vice President of Human Resources will (with appropriate input from the requestor)
 - a. Determine if position is to be full or part time.
 - b. Determine whether the position would be classified as exempt, and, if not, examine hours and overtime expectations.
 - c. Clarify the job description as needed.
3. The Vice President for Finance and Administration will:
 - a. Confirm or clarify the budget impact on the current and next fiscal year (salary, benefits, startup, and operating costs).
 - b. Sign off on the request before any recruitment can begin
4. Once the President reviews the form and a decision is made HR will notify the requesting area and the recruiting process can begin. Recruiting should not begin before approval to hire has been granted.

Section A: Position and Budget Control

Position Title: _____

☐ New ☐ Currently Filled ☐ Vacant

Anticipated hire date: _____

Currently or last held by (skip if new) _____

Current fiscal year salary budget \$ _____

Desired salary \$ _____ Increases/decreases salary budget by \$ _____

Current fiscal year benefit budget \$ _____

Desired benefit \$ _____ Increases/decreases benefit budget by \$ _____

☐ Full Benefits ☐ Statutory Only Budget Fund/Org/Acct _____ / _____ / _____

Position number _____ Full time ☐ Part time ☐ Exempt ☐ Non-exempt ☐ Tenure track ☐ Temporary through _____

Startup cost currently budgeted ☐ Yes ☐ No If not budgeted estimate startup cost to budget \$ _____

Job Description Attached ☐ Yes ☐ No

Officer Requesting Position: _____ Date signed _____

Section B: Hiring Review Process and Procedures

STEP 1

Request and supporting document reviewed by Human Resources

Vice President of Human Resources

Date Signed

STEP 2

Request and supporting documents presented to Vice President for Finance and Administration

Request Accepted ☐ Approved salary & Benefits \$ _____

Approved start-up cost \$ _____

Request Rejected ☐

Vice President for Finance and Administration Signature Date Signed

STEP 3

Request Accepted ☐

Request Accepted ☐

President

Date Signed