

POSITION AUTHORIZATION REQUEST

Instructions:

- 1. Please complete all information, obtain the necessary signatures for approval and return to the Human Resources Office.
- 2. If the request is for a bargaining unit position, please observe the time restrictions for posting as determined by the Agreement.
- 3. Human Resources must receive an approved Position Authorization Request before positions will be posted or advertised.

POSITION INFORMATION			
Check all that apply:			
□ M	ull Time argaining Unit Iiddle Management		☐ Regular Part-time ☐ Seasonal/Temporary* (must include termination date)
	Shift Work:		
	Bargaining Unit:		
	and Title:		
	e:		
Seasonal/Temporary approximate termination date:			
Posting Date (if appl	icable):		
Hourly Rate of Pay:Annual Salary:			
Is position salary included as part of current fiscal year budget? Yes No (If no,			
please explain):			
*Please note: Part-time employees may <u>not</u> work more than 7 hours per day and 29 hours per week. Seasonal /Temporary employees may not exceed 1,500 hours per calendar year.			
BUDGET INFORMATION			
Budget Department:			
	(Account Name)		(%)
	(Account Name)		(%)
	(Account Name)		(%)
APPROVALS			
Department Head:			Date:
Director of Administrative Services:			Date:
City Manager:			Date: