

STAFF PERSONNEL/POSITION ACTION FORM

<input type="checkbox"/> Fill Vacant Position	<input type="checkbox"/> Temporary Use of Position Budget	<input type="checkbox"/> Status Change (FT, PT, Temp)
<input type="checkbox"/> Create New FT/PT Position	<input type="checkbox"/> Create New Temp/OC Pool Position	<input type="checkbox"/> Annual Hours <input type="checkbox"/> Months
<input type="checkbox"/> Hire Temp/OC Staff	<input type="checkbox"/> Increase Existing Temp/OC Pool	<input type="checkbox"/> Grade <input type="checkbox"/> Title
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Salary <input type="checkbox"/> _____

Position Title: _____		Effective Date: _____
Department: _____	Position Number: _____	
FLSA Status (<i>exempt or non-exempt</i>): _____		Grade (<i>if non-exempt</i>): _____
Annual Hours: _____	Base Months: _____	Annual Budgeted Salary: _____
Funding Source* _____		
FUND	ORG	ACCOUNT PROGRAM

Employee Name: _____	Date Position Becomes Vacant: _____
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Explain how this request is necessary to support the mission of the college and the department/division:

Summarize any changes being made to the job description and why:

What are alternatives to filling this position? (i.e. reallocation of duties, hire temporary staff, etc.)

Additional information/Comments

APPROVALS

Supervisor: _____	Date: _____
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Senior Staff: _____	Date: _____
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Budget (For requests to transfers within budgets or to create new position/pool): _____	Date: _____
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Human Resources: _____	Date: _____
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Vice President for Finance/Administration _____	Date: _____
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Comments & Decision: