

Instructions for completing the Staff Personnel/Position Action Form (SPAF)

TO FILL A VACANT FULL OR PART-TIME POSITION

- List the current position title. If a title change is requested, check the "Title" box and explain the reason for the change in the space provided.
- Complete all of the data fields with current information, including the FOAP. Contact HR if you do not have all of the information before printing for signatures.
- If the budget for the position is not adequate for the proposed salary range, include your proposal for funding the increase under "Additional Information"
- If you are requesting a change of any of the fields, check the appropriate change boxes, and provide the reason for the changes in the space provided.
- Provide the name of the incumbent and the last day worked.
- Explain why this position is essential to the mission of the college, the division and the department. Do not leave this section blank.
- Briefly summarize the changes being requested (if any), including changes to the job description, and explain why they are necessary. Attach any documentation which may support and/or explain the changes, attach a job description and submit a JAQ electronically.
- Provide any additional information that may be helpful in determining why this request should be approved.
- Print (2-sided if necessary) and sign the document. Save it, and forward the electronic document to Barbara Wilson (cc Pam Butler). Deliver the hard copy to the Sr. Staff member for your division for signature and then deliver to HR for authorization by the director and the VP for Finance/Administration.
- Recruitment cannot begin until all authorizations have been received.

CREATE NEW FULL OR PART-TIME BENEFIT-ELIGIBLE POSITION

- Complete all of the steps above, and list the proposed title, annual hours, salary, etc.
- If the position is not funded from within the department's existing budget, leave the FOAP field blank and include the funding proposal/request in the "Additional Information" section.

HIRE TEMP/OC (ON-CALL OR OCCASIONAL) STAFF

- Complete all of the steps above, and list the annual budget for the entire pool. If other employees are currently being funded from the same pool, attach a list of their names, function (title/duties), and anticipated annual cost.
- In the "Additional Information" section, provide the proposed hourly rate, the start and stop dates, the anticipated number of hours worked each week, and the name of the timesheet approver.
- If there is not currently a temp/OC pool budget or position (or the current budget is insufficient), check the appropriate boxes above, and include the funding proposal/request in the "Additional Information" section.

TEMPORARY USE OF POSITION BUDGET

- When an ongoing (full or part time budgeted) position will remain vacant, check this box to propose an alternative to filling the position, cost and timeline.