



Category: Human Resources	Responsible Owner: Manager of Human Resources	Effective Date: January 2019
Form: Request Form for Non-Academic Staff Positions	Approval Body: Board of Governors	Policy Name: Hiring – Non Academic Staff Request

Instructions:

1. Complete the Form as indicated in the Policy 5.1 Hiring - Non – Academic Staff Request
2. Attach the job description for new/revised positions/s.
3. Forward completed form and job description to Human Resources.

Position Title:	Recommended Start Date:
Hiring Department:	Supervisor’s Name: Title:
Work Location: Main Campus <input type="checkbox"/> North Campus <input type="checkbox"/>	New <input type="checkbox"/> Contract <input type="checkbox"/> Replacement <input type="checkbox"/> Other <input type="checkbox"/> Name of Person Being Replaced:
Employment Definition: Full Time, Regular: _____ Full Time, Contract – Duration _____ Part Time, Regular: _____ Part Time, Contract - Duration: _____	Regular Hours of Work Per Week: 35 <input type="checkbox"/> 17.5 <input type="checkbox"/> Other: _____

JUSTIFICATION

a) Identification of goals and tactics to be accomplished:

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b) Description of relationship between goals and job duties

c) Explanation of why the goals and objectives cannot be completed without the new position.

d) Benchmark information if applicable

e) If this request related to a workload increase. Yes No

If Yes, please provide explanation including efforts to streamline processes to avoid adding staff.

f) Additional comments

To be Completed by Human Resources Only

Estimated Salary Range for the Position

\$ _____ / \$ _____

CONSULTED WITH THE FINANCE COMMITTEE

BoG Rep Signature:

Date: