

Recruitment and/or Pay Readjustment Request Form

This form is to be initiated by the supervisor or manager responsible for the department and then submitted up the chain of command within the department. In addition to completion of the form, please attach documentation and analysis that substantiates the need for the position/request /change (i.e. budget, current staff members to courses, grant funding, etc.), a copy of the updated job description for the position, and justification for the request.

HR will not act upon any requests if not fully complete

Request Initiated by: _____

Position Title/Employee Name: _____

Class Teaching: _____ Day(s): _____ Time(s): _____

Is this position a for-credit teaching position? Yes _____ No _____

(Check appropriate) Request for: replacement new position pay adjustment contract extension?

If a replacement, please indicate for whom: _____

Please confirm that the job description is current for the role and is attached.

Start Date: _____ End Date: _____

RATE OF PAY:

(fill in ONE
hourly or
salary)

Hourly: \$ _____/hour @ _____ hours per week @ _____ weeks per year =
Total \$ _____

or

Salary: \$ _____, indicate number of weeks per year _____

Signature of Requesting Manager: _____ Date: _____

Signature of Requesting Manager's Supervisor(s): _____ Date: _____

Signature of Current Employee's Supervisor(s): _____ Date: _____

Signature of Budget Director (Required): _____ Date: _____

Fund Code Line Item: _____

Chief Financial Officer: _____ Date: _____

Funds exist to support this request (check one): _____ Yes _____ No

Chief of Staff's Signature: _____ Date: _____

President's Signature: _____ Date: _____

****Please email a list of the individuals to be included on the Interview Team if for recruitment to HR.** Requesting Manager - Ensure the following are complete & attached prior to submitting to HR:**

_____ All signatures provided as required above. _____ Updated job description attached. _____ Justification and documentation attached.