

## POSITION AUTHORIZATION FORM

### 1. To be completed by department head/budget manager (propose the following hire):

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Status:** Regular Temp .      **Employee Type:**    Faculty    Staff    Student

Full-Time   Part-Time   Casual PT   On call      **Hrs./week:** \_\_\_\_\_

Term: Calendar year    Academic year:    \_\_\_ 38 wk, \_\_\_ 30 wk, \_\_\_/wk other    Seasonal

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Is this a new or replacement position: \_\_\_\_\_

Is this position budgeted? Y  or N     *Please explain how it is or will be budgeted (if this is a newly budgeted position, grant-funded position, etc.) Use reverse side if necessary and attach supporting information as appropriate.*

Current or most recent incumbent: \_\_\_\_\_

Requested pay rate: \$ \_\_\_\_\_ Most recent salary/wage rate: \$ \_\_\_\_\_

Separation date: \_\_\_\_\_

Has the job description been \*revised? \_\_\_\_\_ If yes, attach revised job description

\*Note: we may need to have a compensation analysis performed if substantial changes to job are made

Signature of department head: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. To be completed by senior administrator:

I approve this request \_\_\_\_\_ I do not approve this request \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of senior administrator: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. To be completed by Director of Human Resources:

The salary/wage rate requested is within range \_\_\_\_\_ is not within range \_\_\_\_\_

Previous salary/wage rate: \$ \_\_\_\_\_ New salary/wage rate: \$ \_\_\_\_\_

**FLSA Pay Determination:** Exempt Nonexempt      **Hire Determination:** Employee Independent contractor

Comments: \_\_\_\_\_

Signature of Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. VP for Finance:

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### 5. President:

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be completed prior to advertising a job vacancy. Return to Human Resources.***