

Request for New Position

Date: _____ Requesting Supervisor: _____
Campus/Department: _____ Position Category: _____
Position Type: Exempt____ Non-Exempt____ Position Requested: _____
Proposed Pay Grade: _____ Number of Positions: _____
Contract Days: _____ Percent of Day: (% if duties are divided) _____

Required documents to be attached:

- Copy of Proposed New Job Description (request job description template from appropriate HR Director)
- Other Supporting Documentation, if applicable (compensation plan, market information/comparisons)

Are you willing to adjust budget to add the position(s)? Yes ___ No ___

By approving this request, will any inequities with other positions be created? Yes ___ No ___

Requesting Supervisor's Signature: _____ Date: _____

Cabinet Member's Signature: _____ Date: _____

Personnel Office Use Only

Position Title: _____

Position Number: _____ **Position Pay Grade:** _____
(once approved contact Position Management for Position Number)

Job Description: _____

Job Class: _____ **Effective Date:** _____

HR Director **Date**

Comments: _____

