Position Requisition - Temporary

Position Title: _____

Department/Division: _____

Campus Location: _____

Human Resources Use Only

Requisition #: _____

Position Code:

_____

Start Date: _____ End Date: _____

Hourly Rate: _____

Hours per Week: _____ # Weeks: _____ # Maximum Hours: _____ Salary Cost*: _____

** A minimum of 9% will be added for tax/benefit cost.*

Funding Source: ☐ General ☐ Categorical ☐ Grant ☐ Auxiliary Other (specify): _____

Budget Information

_____ Percent: _____

_____ Percent: _____

_____ Percent: _____

Permanent Staff Savings: ☐ Yes ☐ No

Budget Available: ☐ Yes ☐ No Budget Technician Approval: _____ Date: _____

Is this position funded by a restricted program? ☐ Yes ☐ No

If yes, name of the program: _____

Justification for requested position: *(Be specific and answer the following questions)*

- Discuss how this position improves student success?
  EMP Goal 6.1 Center success for all students as the goal that shapes and drives our efforts across all roles and all areas of the college.
- Is this position for Special Projects?
- Does this position require expertise that is not available among current staff?
- Discuss how this position is critical to the Mission.
- What will your department/division do if the position is not funded?
- What are alternative solutions for the position?

Submitted by: _____ Date :_____

Supervising Administrator: _____ Date: _____

Cabinet Approval Signature: _____ Cabinet Approval Date: _____

Cabinet Comments:

(Submit completed form to HR@Redwoods.edu)