

SUBJECT: Human Resources: New Positions Using Institutional Funds	Effective Date: July 1, 2011	Policy Number: 04-5-001
	Supersedes: Policy: Date:	Page 1 of 2
	Responsible Authority: Director, Human Resources/Staff Development	

I. Purpose of the policy/Policy statement

This policy is designed to provide a clear, consistent policy for initiating a request to create a new position.

II. Applicability/Scope

This policy applies to all College administrators with hiring authority based upon directly supervising employees.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Hiring Administrator	Obtains and completes a New Position Request Form, along with Position Description Questionnaire from the Office of Human Resources. Submits forms to respective divisional cabinet member for review and initial approval. Division cabinet member forwards forms to Director of Human Resources for review.	When wanting to create a new position. Within 1 business day of receipt of forms from administrator.
Director of Human Resources or his designee	Reviews forms to assign appropriate classification (i.e. exempt executive, administrative, professional, or hourly), appropriate starting pay, and appropriate position title. If approved, forwards documents to Chief Financial Officer for review to determine if funds are available in the budget to fund the new position. VP, CFO returns request to Director of Human Resources as approved, or not approved based upon funds availability	Within 2 business days of receipt of forms from cabinet member.
Director of Human Resources or his designee	Communicates with administrator by e-mail the status of their request and all information pertinent to same.	Same day as form received from CFO.

IV. Related policies/References for more information

Authorizing Official: <u>Jim Sugar</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	