

SUBJECT: Human Resources: Request to Fill A Vacant Position (RFV)	Effective Date: July 1, 2011	Policy Number: 04-5-007
	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 fill a vacant position at the College. A “Request to Fill a Vacancy” (RFV) form must be completed whether the position is open due an employee leaving the company, or is a newly created position at the College.

The RFV must be completed and approved by the necessary levels of management before it can be processed for posting the position on the College’s Web site or other external sources.

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	Completes the Request to Fill a Vacancy in its entirety and forwards to his/her department director and then the senior divisional executive to begin the process ultimately resulting in posting on the College’s website and/or external sources.	10 business days prior to the anticipated/expected date on posting on the College’s website.

Divisional Executive Administrator (VP, Dean or Director) as applicable.	Approved form is forwarded to the Office of Human Resources for review and processing.	Within 3 business days of receipt of the form the hiring administrator and/or department director.
Human Resources Assistant	Date stamps and reviews submitted RFV form, verifying completion, inclusion of correct account number, verifies budgeted wage or salary, and that all appropriate signatures at this point have been obtained. After completing this verification, the Human Resources Assistant forwards the RFV form to the Director of Human Resources for review and his/her signature.	Within 1 business day of the receipt of the form.
Director, Human Resources & Staff Development	Reviews RFV for completeness, inclusion of updated job description, determines appropriate classification i.e. exempt or non-exempt and notifies hiring administrator by e-mail regarding any questions or concerns about the RFV. Director, Human Resources forwards RFV to VP/CFO for final approval.	Within 1 business day of receipt of the form from Human Resources Assistant.
Vice President, CFO	Reviews RFV form, signs it and forwards back to Human Resources for final processing.	Within 1 business day of receipt of form.
Human Resources Assistant	Notifies hiring administrator via e-mail that the RFV form has been fully executed and processed, and e-mails the job announcement to the webmaster for posting, copying the hiring administrator. If an external source has been requested, the Human Resources Assistant makes such arrangements and contacts hiring administrator via e-mail alerting them where the ad had been posted for what duration. Files the completed RFV form, along with job announcement and sources where ad has been placed.	Within 1 business day of receipt of approved RFV by the VP/CFO

IV. Related policies/References for more information

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