

MOTT COMMUNITY COLLEGE

REQUEST FOR ADDITIONAL FTE

INSTRUCTIONS: After this form has been completed, signed and reviewed by each level of management (Sections 1-3), the appropriate EC member will be responsible for taking this request to the Executive Cabinet. After EC approval (Section 4), this form must be forwarded to Brenda Phillips in Human Resources for distribution to the appropriate HR and Accounting staff members.

SECTION 1: POSITION DETAILS

STATUS: Full-time Part-time *Hours per week* _____ *Weeks per year* _____

EMPLOYEE GROUP: Admin Support Exempt Manager Exempt Professional Faculty
 M&O ProTech Public Safety Officer S&M
 Grant/Contract/Non-Union

TITLE (if known) : _____

GRADE (if known) : _____ **ESTIMATED ANNUAL SALARY OR HOURLY RATE (if known) :** _____

DEPARTMENT: _____

SUPERVISOR/MANAGER: _____

PLEASE NOTE: All new Administrative Support, ProTech and S&M positions must go through the job evaluation process.

SECTION 2: LINK TO COLLEGE OBJECTIVES

How does this position relate to student success?

What are the implications of not having this position?

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SECTION 3: REQUEST & REVIEW SIGNATURES

Requested by: Supervisor/Manager

Date

Requested or Reviewed by: Dean/Executive Dean *(if applicable)*

Date

Requested or Reviewed by: EC Member

Date

SECTION 4: EXECUTIVE CABINET SIGNATURES

Associate Vice President - Human Resources

Date

Chief Financial Officer

Date

President

Date

FOR ACCOUNTING USE ONLY

Budget available in payroll adjustment account:

Yes

No

Transfer form completed and cost center manager notified:

Yes

No

If new position, confirm in next budget cycle:

Yes

No