

# MOTT COMMUNITY COLLEGE

## REQUEST FOR ADDITIONAL FTE

### INSTRUCTIONS FOR COMPLETING FORM AND OBTAINING APPROVALS

- 1) Manager completes Sections 1-3 and submits to appropriate EC member
- 2) EC member meets with President to discuss
- 3) EC member takes form to EC meeting for review
- 4) CFO and AVP-HR review and approve (Section 4)
- 5) EC member submits form to President's office for final approval (Section 4)
- 6) President's office submits form to Human Resources for processing

### 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