SECTION 1: POSITION DETAILS

<table>
<thead>
<tr>
<th>STATUS:</th>
<th>☐ Full-time</th>
<th>☐ Part-time</th>
<th>Hours per week</th>
<th>☐</th>
<th>Weeks per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE GROUP:</td>
<td>☐ Admin Support</td>
<td>☐ Exempt Manager</td>
<td>☐ Exempt Professional</td>
<td>☐ Faculty</td>
<td>☐ M&amp;O</td>
</tr>
<tr>
<td>TITLE (if known):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRADE (if known):</td>
<td>☐</td>
<td>☐</td>
<td>ESTIMATED ANNUAL SALARY OR HOURLY RATE (if known):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR/MANAGER:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?
MOTT COMMUNITY COLLEGE
REQUEST FOR ADDITIONAL FTE

SECTION 3: REQUEST & REVIEW SIGNATURES

Requested by: Supervisor/Manager

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

Requested or Reviewed by: EC Member

SECTION 4: EXECUTIVE CABINET SIGNATURES

Associate Vice President - Human Resources

Chief Financial Officer

President

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