MOTT COMMUNITY COLLEGE
REQUEST TO FILL VACANCY

INSTRUCTIONS FOR COMPLETING FORM AND OBTAINING APPROVALS

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

SECTION 1: POSITION DETAILS

<table>
<thead>
<tr>
<th>STATUS:</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Hours per week</th>
<th>Weeks per year</th>
</tr>
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</table>

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

TITLE OF VACANT POSITION: ____________________________________________________________

GRADE: __________ ESTIMATED ANNUAL SALARY OR HOURLY RATE: _______________________

PREVIOUS INCUMBENT: ________________________________________________________________

DEPARTMENT: _________________________________________________________________________

SUPERVISOR/MANAGER: ________________________________________________________________

☐ FTE from another vacant position will be used to create this position. Position Used: ________________________________

SECTION 2: FUNDING PLAN

☐ This position will remain vacant until it is filled through the normal hiring process. (Proceed directly to Section 3)

☐ This position will be filled on a temporary basis in the following way until the normal hiring process can be completed:

☐ Out of class assignment (Upon approval, requires completion of an Employee Transaction form)

☐ Interim assignment (Upon approval, requires completion of an Employee Transaction form)

☐ Contractor (1099) (Complete the Employee vs Independent Contractor Questionnaire)

☐ Agency temporary (Upon approval, requires completion of an Agency Temp Request form)

☐ Mott temporary (Use only per established guidelines; upon approval, requires completion of an Employee Transaction form)

Beginning Date: _______________ Estimated Ending Date: _______________ Anticipated Hours per Week: _______________

Name of person filling position (if known): ________________________________________________________________

Rate of pay: $ _______________ Bill rate (Agency service only): $ _______________

Vacancy funded by: ☐ Existing budget ☐ Need to request additional budget ☐ Grant-funded

Account number(s)

1. _______ - _______ - _______ _______ %

2. _______ - _______ - _______ _______ %

3. _______ - _______ - _______ _______ %

4. _______ - _______ - _______ _______ %
SECTION 3: LINK TO COLLEGE OBJECTIVES

How does filling this position relate to student success?

What are the implications of not filling this position?

SECTION 4: REQUEST & REVIEW SIGNATURES

Requested by: Supervisor/Manager

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

Requested or Reviewed by: EC Member

SECTION 5: 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