

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

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 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	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	_____ %
2	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	_____ %
3	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	_____ %
4	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	_____ %

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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

Date

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

Date

Requested or Reviewed by: EC Member

Date

SECTION 5: 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