

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

Employee Requisition Form

POSITION INFORMATION

TITLE: _____ SALARY RANGE: _____ MAX. STEP PER BUDGET: _____

HOURLY RATE: _____ NUMBER OF HRS PER WEEK/ TOTAL HOURS: _____

ACADEMIC <input type="checkbox"/>	FULL TIME <input type="checkbox"/>	REGULAR <input type="checkbox"/> ____% ____ mo
CLASSIFIED/ADMIN <input type="checkbox"/>	PART TIME <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>
STUDENT <input type="checkbox"/>	Total Value: \$ _____	
OTHER <input type="checkbox"/>		
		SUBSTITUTE <input type="checkbox"/>
		SHORT-TERM <input type="checkbox"/>

BUDGET CODE(S): _____

EMPLOYMENT PERIOD: From: _____ To: _____

REASON FOR REQUISITION

POSITION VACANCY OTHER _____

WORK CANNOT BE DONE BY CURRENT STAFF (If selected, please attach additional documentation):

____ Special Project: current staff cannot do in addition to current assignment.

____ Expertise required is not available among current staff.

____ Person will serve as a substitute; employee L.O.A. *Name of absent/ replaced employee:* _____

HIRING COMMITTEE RECOMMENDATION (Non-Short-term or Substitute Assignment)

Committee Chair: _____

Desired/ Possible _____

Committee Members: _____

****Note: Committee MUST be identified and approved by the senates with Human Resources concurrence.**

SUPERVISOR REQUEST AND CERTIFICATION

I recommend the above recruitment action, and wish for the position to be advertised no later than: _____ (Date)

I understand that I may not start an employee prior to the completion of all required hiring documentation. I further understand that directing an employee to work, prior to completion of all required hiring documentation, is an act subject to disciplinary action up to and including termination.

Print Name: _____ Initial: _____ Date: _____

HUMAN RESOURCES VERIFICATION

Reviewed for accuracy of employment category. Initial: _____ Date: _____

BUSINESS OFFICE CERTIFICATION

I certify that there are sufficient funds in the budget to cover this request. Initial: _____ Date: _____

SUPERINTENDENT APPROVAL

Employee requisition approval is subject to the ratification of the Board of Trustees at their next monthly meeting, and no employment obligations stand against the District shall exist beyond said meeting unless ratification occurs.

Signature: _____ Date: _____

HUMAN RESOURCES

Date completed _____ Placed on the _____ Consent Agenda for Board Approval.

****TO BE COMPLETED PRIOR TO OFFERING EMPLOYMENT****

INSTRUCTIONS
For Completing the Employee Requisition Form

Purpose: The Employee Requisition Form is used:

- To open, post and advertise a position
- To ensure that sufficient funds are available
- To establish a hiring committee
- To receive appropriate authorization

Process for Completing Form:

1. The Supervisor/ Manager completes the **Position Information** section, the **Reason for Requisition** section, the **Hiring Committee** section (if applicable), and the **Supervisor Request and Certification** section.

Supervisors are encouraged to consult with the Human Resources Department if they have any questions or concerns regarding the Employee Requisition process.

2. The Supervisor/ Manager will then forward the Employee Requisition Form to the Human Resources Department for a Requisition Number.
3. The Human Resources Office will then forward the Employee Requisition Form to the Business Office to ensure that funding is available. (If there is a funding issue, the Business Office will request a budget transfer to ensure funding)
4. The Business Office will then forward the Employee Requisition Form to the President’s Office. The Superintendent/ President will approve the document.
5. After the President’s approval, the Employee Requisition Form will be returned to the Human Resources Department for inclusion on the Requisition Consent Agenda.
6. The Human Resources Department will provide final authorization and distribute copies to the appropriate departments.

DEFINITIONS:

Academic: Employees serving in academic positions; including educational administrators.

Classified/Administrative: Employees serving in non-academic positions; including non educational administrators, confidential/ supervisors, and directors. **Please make sure to designate which one by circling the appropriate title: Class or Admin.

Student: Employees serving in student worker positions.

Other: Employees serving in positions neither certificated nor classified.

Permanent: Regular positions; non substitute, non short-term.

Substitute: Any person employed to replace classified employees temporarily absent from duty.

Short-term: Any person employed to perform a specific service which will not be needed on an extended or continuing basis.

Temporary: Any person employed to perform certificated work on a temporary basis. Specifically: Associate/ Adjunct Faculty.

HUMAN RESOURCES CERTIFICATION AND ACTION

Position advertised with: _____	Date of advertisements: _____
Tri Fold Flyer Created: _____	FRC Website updated: _____
Position Open date: _____	Position Close date: _____
Date added to Consent Agenda: _____	Approval date: _____
Signature: _____	Date: _____