

Staffing Request Form

To be completed in consultation with VP or Fiscal Officer.
Please submit by Tuesday close of business for considered at the next leadership meeting.

Request is for:

Date:

Department:

Position Title:

Describe the need for the position:

How would you manage the job duties without the position?

If New Position:

Requested start date for new employee:

Requested salary for new employee:

If Refill:

Departing employee:

Departing employee's annual salary:

Final date of employment:

Vacation or other payout:

Requested start date for new employee:

Requested salary for new employee:

If Direct Appointment:

Please provide a brief explanation for the direct appointment request.

If Reorganization:

Please describe the reorganization, including the impact to budget and effective date.

To balance the budget, we must achieve a minimum salary savings that will be realized centrally. The presumption is that a turnover in position will result in a minimum of three months of salary savings after vacation payouts and vendor/consultant costs.

Please provide salary savings by using the following calculation:

[(months vacant x salary) - vacation payout] - payment to others to cover duties (ex. vendors, other employees, etc.):

Please include an updated staffing plan (name/position, FTE, salary) for the department that reflects the change requested on this form. Fiscal Officers can help supply this information if needed. The total budget impact of the proposed change should be 0.

Example: Dept XYZ has requested to give Staff 1 a raise of 10,000 by decreasing the salary of the vacant position by 10,000.

Name	FTE	Current Salary	Proposed Salary
Staff 1	1.0	45,000	55,000
Staff 2	1.0	50,000	50,000
Vacant Position	1.0	60,000	50,000
Total Budget		155,000	155,000