

Essential Position Request Form

To be submitted with a Position Authorization Announcement (PAA) for Unclassified Positions
To be submitted with an Authorization to Fill form for Classified Positions

Budget Position Number:

Position Title:

Department:

Please submit an organizational chart if you have not done so previously.

Exemption Criteria (Check 1)

- This position is considered Mission Critical.
- This is a temporary position that is filled routinely during peak operating periods.
- This position is either Building and Grounds, Food Service, Help Desk or a similar position in which multiple numbers of people perform the same job and where more than 10% of the positions are vacant.
- This position was vacated as a result of termination or non-renewal.

Please answer the following questions on a separate sheet and attach it to this form. Secure the required signatures and submit to the appropriate office, Human Resources or Academic Personnel.

1. Briefly, but specifically describe the rationale for filling this position based upon the exemption criteria checked above. Include information on what would happen if you did not fill this position.
2. Explain why you cannot reorganize or redistribute the job duties.

Signatures

Submitter:

Signature:

Date:

Dean/Dept Head:

Signature:

Date:

Vice President/Provost:

Signature:

Date:

Human Resources/Academic Personnel Review

Carol Hauser/Janet Cox: _____ Date: _____

Final Review

Approve

Do Not Approve

David Creamer: _____ Date: _____

Vice President of Finance and Business Services & Treasurer