

# MOTT COMMUNITY COLLEGE

## REQUEST TO FILL VACANCY

**INSTRUCTIONS:** After this form has been completed, signed and reviewed by each level of management (Sections 1-4), the appropriate EC member will be responsible for taking this request to the Executive Cabinet. After EC approval (Section 5), this form must be forwarded to Brenda Phillips in Human Resources for distribution to the appropriate HR and Accounting staff members.

### 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: \_\_\_\_\_

**PLEASE NOTE:** Job evaluation may be required if changes have been made to the position (if Administrative Support, ProTech and S&M).

### 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)
- Kelly 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 (Kelly Services only): \$ \_\_\_\_\_

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

Additional Comments/Information:

**MOTT COMMUNITY COLLEGE**  
**REQUEST TO FILL VACANCY**

**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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transfer form completed and cost center manager notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If new position, confirm in next budget cycle:	<input type="checkbox"/> Yes	<input type="checkbox"/> No