

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Human Resources Office (HRO) POSITION REQUEST

HRO USE ONLY

Official position title _____

Working title _____ Class # _____

DIST SFCC

SCC IEL Budget # _____ Position control # _____

Division _____ Department _____ Department # _____

Position phone # _____ Mail stop _____

Immediate supervisor _____ Supervisor's phone # _____ Supervisor's mail stop _____

TYPE OF POSITION

INDICATE ONE

- Classified
(complete work schedule section below)
- Part-time hourly—attach
Employment Action Notice
(Part-time hourly may not exceed
1050 hours/year)
- Tenure-track faculty
- Non tenure-track faculty
(includes annualized)
- Adjunct faculty
- Professional/confidential exempt
- Administrator/executives

INDICATE ALL THAT APPLY

- New
- Replacement
Name of employee replaced: _____
- Full time
- Part time _____ %
- Temporary: End date _____
- Requesting multiple positions (hourly only)
Number requested: _____
- Cyclic calendar code: _____

Type of recruitment

- Promotional (limited to college/unit) permanent employees
- Internal (CCS districtwide permanent employees)
- Open competitive

POSITION WORK SCHEDULE (complete for classified and hourly positions only)

Number of hours per day _____ Number of hours per week _____ Number of months per year _____

Daily work schedule:

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
from	to	from	to	from	to	from	to	from	to	from	to	from	to

An approved position description must be attached. If you have questions, please contact the Human Resources Office at (509) 434-5040. By signing below the department manager is certifying that the attached, finalized position description has been approved by the Human Resources Office.

APPROVALS

Department Manager/Director _____ Date _____

Division Administrator _____ Date _____

College President/IEL CEO _____ Date _____

HRO _____ Date _____

Budget Office _____ Date _____

Chancellor _____ Date _____

HRO USE ONLY

N _____

SID _____

R/S _____

\$ _____

Date _____

- New employee Transfer
- Promotion Other

POSITION REQUEST TERMS AND DEFINITIONS

If you have additional questions, contact HRO at (509)434-5040

Official title of position:	Title from position description, part time hourly salary schedule or applicable collective bargaining agreement.
Working title:	Employee's day-to-day working title as listed on approved position description.
Position control number	Number assigned by the CCS Budget Office to a funded position.
Division:	Generally those work units under the direction of a vice president or district chief officer position (e.g., Liberal Arts, Student Services, Business).
Department:	A work unit assigned to the division. May be referred to as a department, office or program (e.g., Math, Admissions/Registration, Accounting).
Immediate supervisor:	The person who supervises the position, including evaluating performance and approval of leave.

TYPE OF POSITION

Classified:	Positions subject to civil service statutes (WAC 3S7) and listed on the state Department of Personnel classification plan.
Part-time hourly:	Nonpermanent hourly assignments that are not otherwise covered by the State of Washington's Department of Personnel's classification system.
Tenure-track faculty:	Faculty positions (instruction, counselor, librarian) which will be probationary and under tenure review.
Non tenure-track faculty:	Faculty positions funded by primarily non-state operational funds (soft funded) or a one year temporary appointment for a vacant tenure track position.
Adjunct faculty:	Quarterly contracted faculty positions (instruction, counselor, librarian).
Professional/confidential exempt:	Nonfaculty positions issued an annual contract, which provide administrative support services and are not subject to civil service statutes. Listed on the CCS exempt salary schedule.
Administrator/executive:	Includes titles associate/assistant dean or above and is listed as administrator or executive on the CCS exempt salary schedule
Cyclic appointment:	Work schedules consisting of less than 12 months per year due to operational necessity.
New:	A new position is one not previously budgeted.
Replacement:	A replacement position is one currently budgeted and vacated due to separation of the previous incumbent.
Requesting Multiple Hourly Positions:	Applicable to part-time hourly positions only. When requesting several positions of the same class number/title, indicate the number of positions requested.

TYPE OF RECRUITMENT

Promotional:	Recruitment limited to permanent employees in the identified promotional unit (District, IEL, SCC, SFCC). Does not include adjunct or part-time hourly employees.
Internal Competitive:	Recruitment open to all permanent CCS employees except adjunct or part-time hourly employees.
Open Competitive:	Recruitment open to all candidates , internal and external to CCS.