WASHINGTON COLLEGE

Office of Human Resources
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NEW POSITION AUTHORIZATION FORM

Instructions: This form is to be used when requesting a new position within your department. Attach justification for the new position and a job description. Justification may be made on the basis of one or more of the following; 1. implementation of relationship of this position to the College's strategic plan, 2. necessary to comply with State and Federal laws, 3. increased work load, and 4. return on investment as either a cost savings or revenue enhancement. Failure to complete the form in its entirety or attach a job description and justification will result in the form being returned to your department.

A. DEPARTMENT INFORMATION

Requesting Official:	Department:
Phone:	Email:

B. POSITION INFORMATION

Position Title:		
Reports To:		
Supervises:		
☐ Full-Time ☐ Part-Time	☐ Regular ☐ Temporary	☐ Exempt ☐ Non-Exempt
Start Date:		Office Location:

C. POSITION FUNDING

☐ Hourly ☐ Salary	Proposed Rate of Pay: $_____ per hour $_____ salary	Startup Costs: $ _____	Operational Expenses: $ _____

Proposed Funding Source(s): _____-_____-_____ %_____ _____-_____-_____ %_____	These funds should be paid in: ☐ Fiscal Year 2014 (07.01.13-06.30.14) ☐ Fiscal year 2015 (07.01.14-06.30.15)

D. AUTHORIZATION SIGNATURES

Requesting Official:	Date:
Senior Staff Authorization:	Date:
Director of Human Resources:	Date:
VP for Finance & Administration:	Date:

HR USE ONLY

Pay Grade:	SOC Code:	EEO Code:	POSD Code:
Salary Ranges:		Date Approved by Senior Staff:	
Min: $	Mid: $	Max: $	