

## FROM THE OFFICE OF FINANCE & ADMINISTRATION

# PERSONNEL REQUISITION POLICY

### SCOPE

This policy applies to all departments and positions at all levels, including full-time regular, part-time regular and temporary positions with the exception of faculty.

#### General Procedure

Managers must complete the requisition form, including all approval signatures, whenever a department has a need to:

1. Create and fill a new position, or
2. Refill an existing position when there is a termination of employment, or
3. Hire or lease a temporary employee.

This policy explains the necessary forms and processes for these situations.

### APPROVAL PROCESS

1. The hiring manager downloads the Personnel Requisition Form from MYCTS and completes all applicable sections based on the new position, vacant position or temporary position.
2. The completed requisition form, including a copy of the current job description, must be submitted to HR as a hard copy or electronically. HR will not accept the job requisition form without all needed approval signatures.
3. HR will review the request and ensure the job duties, requirements and pay grade are consistent with the position as described. If necessary, HR will recommend changes and work with the hiring manager to revise the request. If substantial changes are made, a second round of approval signatures may be required.
4. Upon final approval of the requisition, the hiring manager and HR will meet to discuss a recruitment plan.

### NEW POSITIONS

The budgeting process for new positions happens each year in February/March for the following fiscal year. All new positions should go through the normal annual budgeting process for planning and approval. In the event the business needs dictate hiring for a new position outside of this process, additional written business justification and approval by the President will be needed on the job requisition form. HR may not start the candidate sourcing process for any position until all documents and signatures have been received.