<table>
<thead>
<tr>
<th>Position/Title:</th>
<th>Date of Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Preferred Starting Date:</td>
</tr>
<tr>
<td>Months:</td>
<td>Hours per Week:</td>
</tr>
<tr>
<td>Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

**Group (Please check one):**
- ☐ Administrative
- ☐ Faculty
- ☐ Confidential
- ☐ Classified
- ☐ ASM

**Rationale:**
- ☐ Fill Vacancy
- ☐ New Position
- ☐ Reclassification: Current Vacancy

**Basic Function Description:** *Please attach job description*

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

**Justification for Hiring:**
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

**If vacant, how have activities been performed during vacancy?**
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

**What will happen if position is not filled?**
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

**Alternative(s) explored, other than new hire, and reason(s)/alternative(s) rejected:**
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

**Number of positions in department performing similar duties:**

______________________________________________________________________________________

**Included in Program Review?**
- ☐ Yes
- ☐ No
- ☐ Don’t Know

**Pre-employment Physical Required?**
- ☐ Yes
- ☐ No
- ☐ Don’t Know

**BUDGET: To be completed by Fiscal Services**

<table>
<thead>
<tr>
<th>Salary Range:</th>
<th>Column:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Benefits:</td>
<td>Level:</td>
</tr>
<tr>
<td>Taxes:</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Total Cost:</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Account Number (s) from which salary will be paid:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**FUNDING SOURCE**

Describe how the position will be funded, the duration of the funding, and possible changes to funding that are anticipated:

_____________________________________________________________________________________

_____________________________________________________________________________________

- District (Fund 11)
- Grant (e.g., Fund 12)
- Categorical (Fund 12)
- Other: ______________________________________________________

Salary/Benefits already included in adopted budget:  
- Yes
- No

**APPROVALS**

- Immediate Supervisor: ________________________________  Date: ____________
- Director of Fiscal Services: ____________________________  Date: ____________
- Salary budgeted up to $ ________________________________
- Dean: ________________________________  Date: ____________
- Vice President: ________________________________  Date: ____________

Increase or reduction in assignment discussed or scheduled to be discussed with Bargaining Unit:

- CSEA
- CTA

Discussed with Bargaining Unit:  Date: ____________

Cabinet:  
- Support
- Do Not Support  Date: ____________

Superintendent/President Approval  Date: ____________

Comments/Rationale: