



HOBART AND WILLIAM SMITH COLLEGES



Position Renewal and Requisition Form

GENERAL INFORMATION

Date of Request: \_\_\_\_\_ Effective Date of Request: \_\_\_\_\_

Job Title: \_\_\_\_\_
(Please attach a current job description.)

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Please check all that apply:

Reason: [ ] New Position [ ] Change to Existing Position (responsibilities and/or salary)

[ ] Replacement Request for \_\_\_\_\_
(name of last incumbent)

Status: [ ] Full-Time [ ] Half-Time [ ] Part-Time [ ] Temporary

Classification: [ ] Administrative [ ] Hourly: [ ] Union - Grade \_\_\_\_\_ Starting Rate: \_\_\_\_\_
[ ] Non-Union - Starting Rate: \_\_\_\_\_

Other: Benefits Eligible? [ ] Yes [ ] No Grant Funded? [ ] Yes [ ] No

For Term/Grant Appointments: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Salary Budget Distribution Information

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Annual Base Salary: \$ \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Annual Base Salary: \$ \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Annual Base Salary: \$ \_\_\_\_\_

Finance Approval: \_\_\_\_\_ Total Base Salary: \$ \_\_\_\_\_
Vice President for Finance

Normal hours of work: \_\_\_\_\_
(i.e., 8:30 a.m. to 5:00 .m.)

Hours per week: \_\_\_\_\_
(i.e., 37.5 hours)

Normal work week: \_\_\_\_\_
(i.e., Monday through Friday)

# of months worked per year: \_\_\_\_\_
(i.e., 9, 10, 11 or 12)

Title of immediate supervisor: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_
Signature: Division's Senior Staff Member

PLEASE REVIEW REVERSE SIDE FOR REQUIRED INFORMATION TO BE INCLUDED.

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_
Director of Human Resources

Approval: \_\_\_\_\_ Date: \_\_\_\_\_
President

## **BACKGROUND INFORMATION:**

HWS's Position Renewal and Requisition Form (PRRF) has been developed to standardize requests for new positions and the process for filling vacancies. In addition, it will provide information needed both for the compensation management system and to post job openings.

**There are three primary reasons for writing a Position Renewal and Requisition Form (PRRF):**

**1. To create a new position**

To justify the need and ongoing budgetary expenses to the President, the Director of Human Resources and the Vice President for Finance.

**2. To fill an existing but open position on a temporary or permanent basis.**

Postings to the HWS Website and the community bulletin board are initiated by submission of the Position Description and the PRRF.

**3. To document changes in responsibilities or requirements of a position.**

It is important that each staff member has an up-to-date job description. The information it contains provides the basis for monitoring employee development, reviewing performance and progression planning. If there are major changes in duties, requirements or reporting relationships, new PRRF's should be submitted to the Office of Human Resources.

## **INSTRUCTIONS:**

**The Senior Staff member will be responsible for completing the PRRF, to provide the required information outlined below and for the submission of the material to the Office of Human Resources to begin the approval process.**

### **General Information**

This information is required for all PRRF's.

### **Salary Budget Distribution Section**

This section needs to be filled out for all New and Vacant Positions. Approximate salary budget is needed, not the exact amount. You may use a range based on what you expect to pay and what you have budgeted. *Please call the Pete Polinak at ext. 3896 with any questions.*

**Required Attachments**

- (1) for all requests, an updated job description including specific responsibilities and qualifications,
- (2) (for new or changed positions only), a simplified organizational chart, and
- (3) (for new or changed positions only), a written explanation of why an additional position or the change in responsibilities is necessary.

For a new position, as part of (3) above, please explain how this position relates to other positions in the department, what the workloads consist of, etc. Outline how you propose to pay for the position including how much of the proposed salary would be funded from your current budget. Also include an explanation of what your department would do if the position was not approved to be filled.

**Approval Process**

The completed PRRF, the job description and the written explanation as outlined above must be sent to the Office of Human Resources who will review the documents for completeness for the Director's review and approval. Human Resources will forward the request to the Finance Office and act as the liaison for the process. Upon approving the request, the Finance Office will forward the request to the President for final approval.

When Human Resources receives the final approval from the President's Office, the Senior Staff member will be contacted regarding internal posting and external advertising.