



Position Requisition - Temporary

Position Title: _____

Department/Division: _____

Campus Location: _____

Start Date: _____ End Date: _____

Hourly Rate: _____

Hours per Week: _____ # Weeks: _____ # Maximum Hours: _____ Salary Cost*: _____
* A minimum of 9% will be added for tax/benefit cost.

Funding Source: General Categorical Grant Auxiliary Other (specify): _____

Human Resources Use Only

Requisition #: _____

Position Code: _____

Budget Information

_____ Percent: _____

_____ Percent: _____

_____ Percent: _____

Permanent Staff Savings: Yes No

Budget Available: Yes No Budget Technician Approval: _____ Date: _____

Is this position funded by a restricted program? Yes No

If yes, name of the program: _____

Justification for requested position: *(Be specific and answer the following questions)*

- Is this position for Special Projects?
- Does this position require expertise that is not available among current staff?
- Discuss how this position is critical to the Mission.
- What will your department/division do if the position is not funded?
- What are alternative solutions for the position?

Submitted by: _____ Date: _____

Supervising Administrator: _____ Date: _____

(Submit completed form to HR@Redwoods.edu)

Cabinet Approval Signature: _____ Cabinet Approval Date: _____

Cabinet Comments: