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|  |  |  | **A. Hire / Fill Open Position** | | |  | **C. Change Title/Salary/Reporting Status of Existing Position** | | | | | |  |  |
|  |  |  | *Job description must be attached.* | | |  | *Job description must be attached.* | | | | | |  |  |
|  |  |  | **B. Extra Pay For Extra Work - or - Interim Position** | | |  | **D. Change Position Funding** | | | | | |  |  |
|  |  |  | *Job description must be attached.* | | | | |  |  | | | |  |  |
|  |  |  |  | | | | |  |  | | | |  |  |
|  |  |  |  | | | | |  |  | | | |  |  |
|  |  | **REQUESTOR / TITLE** | |  | | | | | | **DIV/DEPT** |  | |  |  |
|  |  |  |  | | | | |  |  | | | |  |  |
|  |  | ***EMPLOYEE NAME / TITLE*** *(if applicable)* | | |  | | | | | | | |  |  |
|  |  |  |  | | | | |  |  | | | |  |  |

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| **SECTION A:** **COMPLETE ONLY IF** **HIRING TO FILL OPEN POSITION *and Proceed to Section “E”*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** |  | **Proposed Salary Range *$*** |  |

***New*** *Hourly Clerical EEs receive previous fiscal year’s hourly rate.*

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| --- | --- | --- | --- | --- |
|  | **Position Vacated** *Formerly Held By* |  | **Outgoing Salary**$ |  |

|  |  |
| --- | --- |
|  | **This is a New Position** ***Justification for new position must be attached.*** |

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| **Forecasted Start Date** |  |  |  | **Exempt (Monthly)** |  |  | **Regular** |  |  | **Is This An Adjunct Faculty Position?** |
| **Forecasted End Date** |  |  |  | **Non-Exempt (Hourly)** |  |  | **Temporary** |  |
| **Credits or Hours / Week** |  |  |  | **Full-Time** |  |  | **Casual/Seasonal** |  |  | **Benefited** |
| **Weekly Work Schedule** |  |  |  | **Part-Time** |  |  | **Reloc/Housing ?** |  |  | **Non-Benefited** |

|  |  |
| --- | --- |
|  | **Post position via Lincoln website, media advertisement, local newspapers and internet job board. *Job description must be attached.*** |

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| --- | --- | --- |
|  | **Fill without posting *Justification:*** |  |

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| **SECTION B: COMPLETE ONLY IF INTERIM POSITION *-or-* EXTRA PAY FOR EXTRA WORK *and Proceed to Section “E*”** |

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|  | **Extra Work** (additional position) | **Additional or Interim Title** |  | | | | | |
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|  | **Interim Position** (until filled) | **Temporary Pay or Increase *$*** |  | **Start Date** |  | **End Date** |  | |

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| **SECTION C: COMPLETE ONLY IF CHANGING TITLE / SALARY / REPORTING STATUS *and Proceed to Section “E”*** |

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| --- | --- | --- | --- |
| **Start Date** |  | **End Date** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **New Title** *(if applicable)* |  | | | | | | | | ***Justification for a change  in position, salary, or reporting status  must be attached.*** |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | **New Salary** *(if applicable)* ***$*** | |  | | ***Previous Salary $*** |  | | ***Difference +/- $*** |  |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | **New Reporting Status** *(if applicable)* | | | ***New Department & Division*** | | |  | | | | |
|  |  | | | ***Name/Title of New Supervisor*** | | |  | | | | |

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| **SECTION D: COMPLETE ONLY IF CHANGING POSITION FUNDING *and Proceed to Section “E”*** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date of Change** |  |  | **Please List the Position’s CURRENT Funding Source(s)** | | | | | |  |  |  |  |  |
| **End Date of Change** |  |  |  | ***% LU Funded Acct #*** |  |  |  | ***% Grant Funded Acct #*** | | | | |  |
| **Total Salary $** |  |  |  | ***% LU Funded Acct #*** |  |  |  | ***% Grant Funded Acct #*** | | | | |  |
|  | | |  | | | | | | | | | | |
| ***Please provide brief detail if funding is split:*** | | |  | | | | | | | | | | |

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| **SECTION E: COMPLETE TO ASSIGN FUNDING TO THIS REQUEST** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Request Included in Salary Budget** |  |  | ***% LU Funded Acct #*** |  |  |  | ***% Grant Funded Acct #*** |  |
|  | **Request Not Included in Salary Budget** |  |  | ***% LU Funded Acct #*** |  |  |  | ***% Grant Funded Acct #*** |  |
|  | | |  | | | | | | |
| ***Please provide brief detail if funding is split:*** | | |  | | | | | | |

**APPROVAL SIGNATURES** *(please secure those applicable) \*V.P. of FINANCE approval not necessary to hire adjunct instructors*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Department Head* |  | | *Date* |  | *Dean/Assoc. V.P.* |  | *Date* |  |
| *Title III Director* |  | | *Date* |  | *V.P. - DIVISION* |  | *Date* |  |
| *Grant(s) Director* |  | | *Date* |  | *\*V.P. - FINANCE* |  | *Date* |  |
| ***PRESIDENT*** | |  | | | | | *Date* |  |
|  | |  | | | | |  |  |