

POSITION REQUEST - PART-TIME NON-INSTRUCTIONAL

To: Budget Director

From: _____

Date: _____

Org. Number _____

Position Number _____

Position Description (duties required) _____

Request is for (check one):

_____ Other Personnel Services Temporary - Casual Labor/Project-Work not lasting more than 6 months (GLC 57010)
Begin Date _____ End Date _____

_____ On-Call Services - Personnel to be called-in on occasion as needed (57010)
Begin Date _____ End Date _____

_____ *Regular Established - Other Personnel Services Part-Time (GLC 54510) on-going
Begin Date _____

_____ *Regular Established - Other Professional Services Part-Time (GLC 53510) on-going
(example: Programmers and Accountants)
Begin Date _____

Remarks:

Note: Assignments for each individual employee to be hired must be completed separately.
* Most Departments already have these positions in existence.

Distribution:

Department Head Signature Date

Budget Director Signature Date

