

Position Action Request (PAR)



HOUSATONIC
COMMUNITY COLLEGE

*This form must be completed electronically and emailed to **HR**. Your Division Dean must be consulted about the request prior to submission.*

Once completed by Requesting Manager/Supervisor, the PAR must be sent via e-mail as an attachment to each approver in sequence with an approved job description as an attachment. **The email subject line should read "Position Action Request (Transaction) - POSITION NAME**. For example, Position Action Request (Renewal) – TUTOR.

Requesting Department

| Requesting Manager/Supervisor | Department | Today's Date |
|-------------------------------|------------|--------------|
| | | |

| | | | |
|---|--|---|--|
| Transaction: <input type="checkbox"/> Establish New Position <input type="checkbox"/> Hire/Rehire <input type="checkbox"/> Reclassify <input type="checkbox"/> Renewal <input type="checkbox"/> Other (specify) _____ | Position: <input type="checkbox"/> Mgmt/Confidential <input type="checkbox"/> Unclassified <input type="checkbox"/> Classified | Appointment: <input type="checkbox"/> Permanent <input type="checkbox"/> Special/Temporary (EA) <input type="checkbox"/> Acting/Interim <input type="checkbox"/> Rehired Retiree | Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hrs/Wk _____ <input type="checkbox"/> Type "X" if this is a dual assignment. |
|---|--|---|--|

| Employee Name | Start Date | End Date |
|---------------|------------|----------|
| | | |

| Current Job Title/Classification | Proposed Job Title/Classification (For Reclassification Only) |
|----------------------------------|---|
| | |

REQUIRED Justification for Position Request & Funding to be completed on PAR-Page 2.

Division Dean

I am Approving Denying because: _____

| Division Dean: | Date: |
|----------------|-------|
| | |

Human Resources

Job Description is System Wide Unique PCN: _____ N/A:

| Pay Rates | Current | New | Difference |
|-----------|---------|-----|------------|
| Hourly | | | N/A |
| Biweekly | | | N/A |
| Annual | | | N/A |

Non-permanent appointment #: _____
 Rehired Retiree Contract Year #: _____

| Human Resources Review: | Date: |
|-------------------------|-------|
| | |

Finance Department (Coding)

| Fund | Org | Program | Chartfld 2 | Distribution % | Estimated Annual Fringe |
|------|-----|---------|------------|----------------|-------------------------|
| | | | | | |

Dean of Administration & Institutional Effectiveness (Funding Certification)

Funding for this position is: Current New Not Available The funding for this request is: Approved Denied

| Dean of Administration & Institutional Effectiveness: | Date: |
|---|-------|
| | |

Approval by President:

Approved Denied Conditional Approval

Signature: _____ Date: _____

Comments: _____

Human Resources (Processing)

| Employee ID | Union | <input type="checkbox"/> New Hire | <input type="checkbox"/> New Record | <input type="checkbox"/> Dual Required |
|-------------|-------|-----------------------------------|-------------------------------------|--|
| | | | | |

Why is this position action being requested and how is it being funded?

How does this position tie into our:

- 1. Mission, Vision, and Value Statement**
- 2. Our Strategic Plan**
- 3. Overall benefit to the College?**

Except in conformity with the requirements of the State Ethics Commission, no relative of an employee of the community colleges shall be eligible for appointment, employment, or promotion to a position over which that individual exercises jurisdiction, and no employee is permitted to supervise, either directly or indirectly within the line of supervision, a relative working in a state position.

Requesting Manager/Supervisor certification: I hereby certify that no relationship exist between the individual named for appointment herein and me that would result in a violation of the rule stated above.

Signature:

Date:

This certification must be signed by each employee who is directly or indirectly within the line of supervision for the proposed appointee