ESTABLISHMENT OF A NEW POSITION C010

01/01/2007

PURPOSE

To provide wage and salary guidelines for the establishment of a new position.

DEFINITIONS

<table>
<thead>
<tr>
<th>New Regular Position</th>
<th>A full-time or part-time position to be added to a departmental organizational chart on a continuing basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Temporary Position</td>
<td>A full-time or part-time position to be added to a departmental organizational chart for a period not to exceed 91 days.</td>
</tr>
<tr>
<td>New Hourly Position</td>
<td>A temporary position which has no fixed scheduled hours of work.</td>
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</tbody>
</table>

POLICY

All new regular positions, whether full-time or part-time, must be approved by the divisional vice president, director, the appropriate human resources office and the appropriate budget office which will verify the availability of funds prior to appointment.

All new temporary positions, whether full-time or part-time, must be approved by the department head and the appropriate Director of Human Resources or designee prior to appointment.

PROCEDURE

To establish a regular position follow the Position Requisition Process.

To establish a temporary position, a Personnel Event Form (PEF) with a brief job description must be submitted and must specify the first and last day of the appointment, which cannot exceed 91 days, and the maximum number of dollars to be budgeted for this position. The Human Resource Office will review the job description and hourly pay rate. At the conclusion of the temporary appointment, termination papers (PEF) must be submitted. If the position is to be changed from temporary status to regular status, follow the Position Requisition Process. To establish an hourly position the procedure is the same as establishing a temporary position (see above).