

Staff Request Procedures/Guidelines
Facilities Management
October 5, 2012

State Classified Positions (FT/PT & SC Hourly) - FM Director Approval Required

1. FM Department Manager sends an email to FM Director providing justification, and budget information in seeking approval to fill the position. Please use the following format when submitting rationale.

Date

Position Type

Department

Job Title

Employee Group

Supervisor

Purpose of the work unit

Position Number

Essential function of this position

How you have managed getting these functions done to date?

Effects if this position is not filled.

2. Upon director approval, hiring manager works with Michelle Tate to create, revise, and/or update PDQ. PDQ is routed for signatures, then to Kim Dahleen for tracking and submittal to HR.
3. Hiring Manager works with Employment to fill position.
4. Hiring manager sends offer letter to applicant of choice when offering the minimum floor salary.
5. If salary accepted, Hiring Manager submits applicant for a background check.
6. If Hiring Manager needs to offer a salary above the minimum floor, submit a brief justification to the Director for approval. Please include applicant's resume and current salary information with your justification.
7. Director emails Hiring Manager with decision and copies Kim Dahleen. Hiring Manager, then submits for background check.
8. Hiring manager sends referral back to Employment, and copies Kim Dahleen with salary information and employment start date.

Non-Student Hourly Positions (6 Mo Temporary) – FM Director Approval Required

1. FM Department Manager sends an email to the FM Director providing justification, and budget information in seeking approval to fill the position. Please use the following format when submitting rationale.

Position Type

Department

Job Title

Supervisor

Purpose of the work unit

Position Number

Essential function of this position

How you have managed getting these functions done to date?

Effects if this position is not filled.

2. Director's decision is sent to FM Department manager and copies Kim Dahleen
9. Upon Director approval, hiring manager sends offer letter to applicant
3. Hiring Manager forwards candidate's name and email address to Kim Dahleen to submit for background check.
4. Upon receipt of a completed background check, the hiring manager has hourly employee complete the Hourly Personnel Hiring Form, then takes driver's license, social security card, and a voided check to the Personnel Office where they will complete additional paperwork.

Student Hourly Positions – Department Manager Approval

1. Department hiring authority sends an email to next level supervisor providing justification, and budget information seeking approval from second level supervisor. Please use the following rationale.

Date

Position Type

Department

Job Title

Employee Group

Supervisor

Essential function of this position

How you have managed getting these functions done to date?

Effects if this position is not filled.

2. Upon second level supervisor approval, initiate hiring process following Student Employment Guidelines. Guidelines are posted on FM website under Supervisor Resources.



Steve Hultin, Director, Facilities Management

10.5.12

Date