

# Position Request Form FAQ

## When do I use this form?

All position requests except Specialized Professional Services and Student positions.

## What type of position is this?

HR levels all job descriptions. Types of position include:

- Regular – Ongoing, approved positions funded by the General Fund.
- Temporary – Positions that have a short-term defined need, usually 6 months and limited to three years.
- Provisional – Funded 50% or more through 3<sup>rd</sup> party sources (other than General Fund) and dependent upon these funds for continuation.
  - Sources of funding for these positions include but are not limited to:
    - Restricted funds such as grants
    - Auxiliary Funds such as Student Parking and Conference Services
    - Fee for Service contracts such as BCI and K-12 agreements

## What is the difference between a temporary position and a temporary assignment?

- A temporary position is a short-term position with a duration of six months or less. Temporary positions are not budgeted and labor costs must be covered with other existing budgeted labor resources.
- A temporary assignment is when an existing employee is reassigned from their current position to another existing budgeted position. The reassigned employee must meet the qualifications of the existing position's job description.

## How do I indicate that I want to make a temporary assignment to fill a vacant position and start the regular search process?

- Fill out only one RPA form.
- On the RPA form check the *Competitive Search* and *Appointment* boxes in the "Hired Through" section.

## Where is the VMRT submission calendar?

The calendar is published by the Business Operations office.

## Where do I get the Position Number? When do I need a new position number?

- Each position number is attached to a specific job description, qualifications and organization code.
- When filling an existing position refer to Budget Item Detail distributed to the ELT member or contact the Budget Office.
- A new position is needed if the position is used in another org code or for a different function, requiring a new job description.

## Where do I get a new position number?

- Once all required paperwork is complete, HR will contact the Budget Office to assign the new position number. HR will then communicate the new position number to the hiring department.

**What is the difference between an Administrator position and a Professional Technical position?**

- Administrators have budget authority and/or supervise two or more full-time employees.
- Professional Technical positions are a part of the AFT bargaining unit, but do not meet one or both of the criteria for Administrator.

**Where do I get classification and wage information?**

See the Job Description. Compensation rates are based on Grade/level and Step.

**Where do I get the FOAPAL?**

Contact the Budget Office if you are unsure.

**What benefit rate do I use and how do I figure the amount?**

To figure the amount to fill into the benefit rate field, multiply the estimated annual wages times the benefit rate percentage and round to nearest \$100. (i.e. Full-time Support - \$39,500 (est. annual wages) x 56.81 % = \$22,439.95 - Round to nearest \$100 = \$22,400)

Employee Class	FY26 Rates
Full-time Admin	45.42%
Full-time Prof Technical	45.42%
Part-time Prof Technical	39.83%
Full-time Support	56.81%
Part-time Support	38.20%
Full-time Faculty	54.21%
Part-time Faculty	37.04%
Student	0.00%

**VMRT Meeting Schedule and Deadlines for RPA and JD Approval**

VMRT generally meets every other Thursday. The submission deadline for the Request for Position Approval and Job Description is the close of business on the Monday prior to the VMRT meeting.