

EMPLOYMENT ACTION FORM & ORGANIZATIONAL RESTRUCTURING

for non-faculty positions

I: VACANCY / PERSONNEL ACTION *(Hiring Manager/Supervisor to complete with Division VP support)*

Request for: (Check all boxes applicable to the request)

() Requires a current job description attachment. Position Description Template (available [online](#)), highlight any new or revised duties*

- New Position (*)
- Replace Existing Position (*)
- Reclassification - Permanent (*) Temporary Working Out of Class Assignment (*)
- Temporary Continuation / Extension
- Appointment Permanent Interim Change in Terms Only
- Freeze Position *(position could be approved & filled at a later date)*
- Eliminate Position *(permanently removes position from budget)*
- Org Unit Reporting Structure Change: From To
- Position Reorganization/Dept Transfer (*) From Fund Center Name & # To FC Name & #
- Supervisor Change: From To
- Funding Source Change: From FC Name & # To FC Name & #

Other:

Name of Current Employee or Replacement For:

Existing Position Current Working Title:

Justification or additional information:

Anticipated Effective/Start Date

Anticipated End Date (if applicable)

Permanent	Full-time 37.5 hours per week	Part-time 18.75 hours per week	12 months
Temporary	Full-time 40 hours per week (Only for select POA, SPFPA, AFSCME, OPEIU positions)	Part-time hours per week	10 months
		Part-time Other / FTE%	9 months
		As needed/varies	Other
		Not to exceed hours	

Schedule (e.g.: Monday – Friday):

Shift Start time:

Shift End Time:

Division:

Department:

Master Cost Center Name:

Number:

Expensed Fund Center (if different from the Master Cost Center):

Is the Master Cost Center or Expensed Fund Center associated with a grant? No Yes

Cost Distribution: Will the position be expensed to multiple fund centers? No Yes If yes, complete cost distribution split below:

Fund Center Name/#: %		Fund Center Name/#: %
Fund Center Name/#: %		Fund Center Name/#: %

(Contact Budget at 570-662-4174 with questions specific to cost centers and fund centers)

Requested by Signature:

Date:

Upon completion of Section I, Requestor forwards to Classification Manager careers@bloomu.edu for next steps

II: CLASSIFICATION AND BUDGET REVIEW *(Completed by Human Resources & Budget)*

Current Classification/Working Title

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Approved Classification/Working Title

/

Approved Job Code: SCUPA Exempt SCUPA Non-Exempt

Reclassification Effective Date:

HR Classification Review Signature:

Date:

Current Budget:	Estimated Salary & Benefits:	Increase/Decrease:	Min/Max (Non-Representatives & Coaches) (2nd Quartile for non-represented only)
Salary:	Salary:	Amount:	Min:
Benefits:	Benefits:	Percent:	Max:

SAP Position # (completed by Budget):

Budget Notes:

Upon completion of Section II, Budget forwards to Vice President and CC group

If appropriate, VP places on VP agenda for discussion and determination by President

Approval granted by President (or designee) Signature:

Date:

Upon approval/signature, Exec. Assoc. in the President's Office forwards to Vice President, Budget, Classification & Employment Services

III: RECOMMENDED CANDIDATE

To be completed by the Hiring Manager/Supervisor for New and Replacement positions only, after the request has been approved above.

Job #

Recommended Candidate Name:

Address:

Email Address:

Phone Number:

Special Information:

Supervisor/Hiring Manager Signature:

(BU and MU Only) Date:

Upon completion of Section III, Hiring Manager/Supervisor forwards to Employment Services at careers@bloomu.edu

IV: ADMINISTRATIVE APPROVAL

HR Employment Services Review Signature:

(BU and MU Only) Date:

Bargaining Unit: AFSCME Coach (APSCUF NonFaculty) Non-Represented OPEIU POA SCUPA (SUA/GFPC) SPFPA
Athletic Administration

Approved Pay Group and Step (if applicable to position):

Salary: Annual Bi-weekly Hourly (if appropriate)

Salary justification (if different from proposed salary):

Special conditions to note in the appointment or other letter:

To be forwarded by Employment Services to appropriate Vice President

Vice President Signature:

(BU and MU Only) Date:

To be forwarded by Vice President to Employment Services at careers@bloomu.edu

V. TO BE COMPLETED BY HUMAN RESOURCES

Clearances: Background Check Completed OR Provisional Approval Granted Date:

Employee Actual Effective/Start Date (for New, Replacement and Continuation/Extension positions):

Employee Actual End Date (for temporary positions if applicable):

Probationary Period:

EE Subgroup:

Personnel Number/CARS Code/Colleague Code