

**FOR ERIP VACANCIES**



**EMPLOYMENT REQUISITION  
CLASSIFIED CIVIL SERVICE POSITION**

CONTROL # \_\_\_\_\_  
(For Human Resources use only)

<p>1. DEPARTMENT:</p> <hr/> <p>2. POSITION TITLE / CLASSIFICATION:</p> <p><i>NOTE: Copy of position description must be attached; indicate any changes <b>in red.</b></i></p> <p>3. REPLACEMENT FOR:</p> <p>_____</p> <p align="center">(Name of person being replaced)</p> <p>4. TYPE OF APPOINTMENT:</p> <p><input type="checkbox"/> Permanent Full-Time</p> <p><input type="checkbox"/> Temporary Full-Time from _____ to _____</p> <p><input type="checkbox"/> Permanent Part-Time ( _____ FTE)</p> <p><input type="checkbox"/> Intermittent</p> <p><input type="checkbox"/> Emergency</p> <p>5. EFFECTIVE DATE OF VACANCY:</p> <hr/> <p>6. REASON FOR VACANCY:</p> <p align="center">ERIP</p> <p>7. REQUESTED BY:</p> <p>_____</p> <p>Department Head/Chair <span style="float:right">Date</span></p> <p><input type="checkbox"/> Completed <i>Division Officer's Evaluation of Position to be Vacated</i> form attached.</p>	<p>8. HUMAN RESOURCES RECOMMENDATION:</p> <p><input type="checkbox"/> Classification remains the same</p> <p><input type="checkbox"/> Position should be classified as:</p> <p>_____</p> <p>_____</p> <p>Human Resources Representative <span style="float:right">Date</span></p> <p>9. <input type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p>_____</p> <p>Administrative Superior <span style="float:right">Date</span></p> <p>10. <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p> <p>_____</p> <p>Division Officer <span style="float:right">Date</span></p> <p>11. FUNDING VERIFICATION (Budget/General Accounting):</p> <p>Externally Funded? _____ Yes _____ No</p> <p>ACCT/GRANT # _____ ( _____ )</p> <p align="right">5 digit code</p> <p>_____</p> <p>Authorized Representative <span style="float:right">Date</span></p> <p>12. ERIP Policy Committee Review <i>(Required for Policy Guideline Variances)</i></p> <p><input type="checkbox"/> Applicable; <b>Advance to Committee for Review</b></p> <p><input type="checkbox"/> Not Applicable; <b>Advance to Exec Dir HR for Approval</b></p> <p>_____</p> <p>Human Resources Representative <span style="float:right">Date</span></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p> <p>_____</p> <p>ERIP Policy Committee (As Appropriate) <span style="float:right">Date</span></p> <p>13. <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p> <p>_____</p> <p>Executive Director of Human Resources <span style="float:right">Date</span></p>
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