

TEMPORARY STAFFING REQUEST FORM

NON-ACADEMIC STAFF POSITIONS



Department of
Human Resources

Please email completed Temporary Staffing Request Forms to the Department of Human Resources
New positions require a job description and position banding prior to this form being submitted
Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager

Job Title: _____ Start/Effective Date: _____
☐ OPSEU ☐ Exempt
Recommended End Date: _____
Hiring Department: _____ Salary/Wage Full Cost (salary, benefits*, other): \$ _____
Manager/Chair/Supervisor's Name and Title: _____ Band: **1** Step: **1**
Salary Account #: - - - - - %
_____ - - - - - %

EMPLOYMENT DEFINITION AND DURATION

New Contract Duration: __ __ ☐ Weeks ☐ Months Hours of Work Per Week: __ __
☐ 3 months or less and/or not planning to post
Reason: **N/A** Name of Incumbent (if applicable): _____
If other; please provide additional details: _____

ADDITIONAL INFORMATION

Justification for Request: _____ If applicable, additional work details: _____

Explanation of Budget Source: _____ If applicable, please include details of permanent change: _____

RATIONALE FOR HIRING REVIEW

4. How does this position/staffing change fit within the overall staffing strategy for the department (e.g., critical to day-to-day operations and priorities, essential to the growth and success of the University, required under legislation)?
5. What approaches have been considered and/or implemented to ensure this position/staffing change is the most cost effective option (e.g., deferring/ cancelling/reassigning tasks, departmental restructuring, ROI analysis)?
6. Please indicate whether this position aligns with the following criteria and provide your rationale:
- ☐ Reputation and Quality - Protect the academic mission of the University and the quality of its programs;
 - ☐ Strategic - Be strategic regarding reductions rather than across-the-board;
 - ☐ Student Experience - Protect the quality of the student experience;
 - ☐ Culture - Aim for reductions that have the least impact on faculty and staff or other departments;
 - ☐ Risk - Minimize risk exposure; and
 - ☐ Financial Sustainability - Implement initiatives that will enhance operating efficiencies or improve revenue generation.

Rationale:

APPROVALS

☐ VETTED BY HUMAN RESOURCES

Name: _____ Date: _____

SUBMITTED BY DEAN/DIRECTOR/AVP/VP

Name: _____ Title: _____

Signature: _____ Date: _____

APPROVED BY HUMAN RESOURCES

Name: _____

Signature: _____ Date: _____

APPROVED BY BUDGET OFFICE

Name: _____

Signature: _____ Date: _____