WPI

REQUEST FOR STAFF POSITION FORM
*The purpose of this form is to provide position and funding details and provide organizational justification to submit a request for a **new budgeted** staff position **or vacant staff position to redeploy**. This form is required to initiate the review and approval process.*

1. If you are submitting this form during the **APBP process**, please be sure to identify this in Section 2 Funding Details and submit directly to talent@wpi.edu as all requests will be reviewed by the Office of Budget and Planning at one time.

2. Before you begin completing this form, confirm funding for the staff position request through the Office of Budget and Planning at oklochkova@wpi.edu.

3. The Division of Talent and Inclusion office will review all position requests. The Compensation Analyst will complete salary benchmarking, if needed, and may provide further consultation. The average turnaround time may take up to a week to complete the evaluation of the new position request prior to approval and initiating the job requisition process. If you have any questions while completing this form, please contact the Division of Talent & Inclusion at ext. 5470 or talent@wpi.edu.

4. Staff position requests will be approved to post in Workday upon requisition review committee approval decision. Please refer to the

   HOW TO SUBMIT FORM:

   New or Redeployed Vacant Staff Positions on Operating Funds:
   Please submit completed form and job description to Division of Talent & Inclusion at talent@wpi.edu. Please write on the email subject line: **Staff Position Request**

   New or Redeployed Vacant Staff Positions in Academic Affairs:
   Please submit completed form and job description to Office of Provost at ksullivan@wpi.edu. Please write on the email subject line: **Staff Position Request**

   NOTE: This form does **not** apply for hiring the following:
   - *Direct Replacement Positions*
   - *Staff/Temporary Positions*
   - *Students*
   - *Contingent Workers (non-paid WPI employees)*

   Please refer to the appropriate job aid on the WPI Hub Site to initiate these requests.

SECTION 1: POSITION DETAILS

1. Division:

2. Supervisory Organization (Hiring Manager):

3. Job Posting Title/Business Title:

4. Number of Positions to be filled:

5. Is this Position an Individual Contributor or Manager Role?

6. Anticipated Start Date:

7. Targeted End Date/Compensation End Date:
(if applicable i.e., funding is only available for a specified period)

8. Position Status (select one of the following):

    Full time

    Part-Time (# of hours) _____

9. Position Type (select one of the following):

    Regular Staff (*Salary or Hourly*)

    Regular Fixed Term (*Positions with a specified end date*)

9. Position Budget: $_____

The budget amount should be verified with the Office of Budget prior to submitting this request and the Compensation Analyst will determine salary benchmarking for the new position. Please note if benchmarking amount exceeds position budget, you may need to identify additional funding sources.

10. Is this a Staff Replacement? ☐ **Yes** ☐ **No** If yes, please provide replacement details.	Effective Date of Position Vacancy	Employee/Incumbent to be Replaced _____	Reason for Vacancy:

11. Job Description – REQUIRED DOCUMENT

Please attach a detailed job description including **summary**, **responsibilities** and **requirements** as a separate Word document when submitting this form. If you need assistance preparing a job description, click on the Job Description Template Guide. Please note, you will have the opportunity to edit this information during the job requisition process.

SECTION 2: FUNDING DETAILS

If you need assistance with completing the funding details, please contact Office of Budget and Planning at oklochkova@wpi.edu.

Position Funding/Request Reason (*select one of the following*):

☐ **Budgeted [APBP New]**	**Fiscal Period FY20____- 20___**	**Cost Center Number** _____	**Provide Explanation:**
☐ **Reallocated/Non-Operating Funding [APBP New]**	**Fiscal Period FY20____- 20___**	**Cost Center Number** _____	**Provide Explanation:**
☐ **Approved Operating Budget Overage**	**Fiscal Period FY20____- 20___**	**Cost Center Number** _____	**Provide Explanation:**
☐ **Budget Re-deployment** Please provide positions details where the budget is being redeployed from and/or provide operating budget line for additional funding. NOTE: The indicated position will be closed and unavailable to fill in the future.	**Position Title** _____ **Position Number** _____	**AND/OR**	**Ledger Account** _____ **Cost Center** _____
☐ **Gift/Designee Funded** Only for positions fully funded by gift/designee funds.	**Cost Center Number** _____	**Gift Number** _____	**Fund Number** _____ **Designee Number** _____
☐ **Grant Funded** Only for positions fully funded by grant.	**Grant Name** _____ **Grant Number** _____	**Award Begin Date** _____ **Award End Date** _____	**Cost Center Number** _____
☐ **Startup Funded** Only for positions fully funded by startup funds.	**Cost Center Number** 1136-CC	**Designee Number** _____	

SECTION 3: JUSTIFICATION (FOR STAFF POSITION REQUESTS ONLY)

Worcester Polytechnic Institute has established a Staff Requisition Review and Approval Process to support our efforts to strengthen our stewardship of institutional resources and create a consistent manner in which to consider staffing requests outside of the annual budgeting and planning process. This Staff Requisition Review and Approval process applies to all staff positions at all levels, including full-time regular, part-time regular and seasonal/temporary positions.

NOTE: The following staff positions are exempt from the requisition committee review process:
- *100% grant funded positions*

1. Which WPI Strategic Initiative does this position support or align with?

☐ Student Access and Well-being   *Please provide brief explanation:*
☐ Purpose-driven Education and Research
☐ Who We Are and How We Work

2. What has created the need for this new position request, how is this work currently getting done, and by whom?

3. How many similar positions do you have within the department and/or other departments? Please provide all similar titles.

4. What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?

5. What alternatives to filling the position have been considered? (e.g., reallocation of duties, outsourcing, etc.).

6. Please provide position budget details. If this is a replacement that exceeds current budget, please describe funding plan.

7. If this position is not budgeted, how will it be funded?

Submitted By:	Date Submitted:

STAFF REQUISITION REVIEW AND APPROVAL PROCESS

Purpose
This Staff Requisition Review and Approval Process will support our efforts to strengthen the stewardship of institutional resources and create a consistent manner in which to consider staffing requests outside of the annual budgeting and planning process. Please note that this process only applies to staff positions across the institution.

Scope
Staff Requisition Review and Approval Process applies to part-time and full-time regular staff positions at all levels. *Faculty and Non-Faculty Research positions are exempt from this process.*

General Guidelines
Managers must seek approval to recruit for positions whenever a department wishes to:

- Replace an existing position when there is a vacancy
- Redeploy a vacant position to fill with a different title, description and/or compensation grade
- Create a new position funded by existing funding sources
- Hire a seasonal or temporary employee

Requisition Review and Approval Process

The department's Talent Partner will work closely with the hiring manager to review the staffing needs and strategic goals of the department and make recommendations prior to the manager submitting a position request for approval. Talent & Inclusion will review the request and ensure the job duties, requirements and pay grade are consistent with the position request and provide recommendations for revisions when needed. It is the hiring manager's responsibility to ensure accuracy of information. Click here to find your Talent Partner.

The Compensation Analyst will complete benchmarking or verify salary ranges and may provide further consultation if needed. The average turnaround time may take up to a week to complete the evaluation if requesting a new position prior to approval. Please contact the Division of Talent & Inclusion at ext. 5470 or talent@wpi.edu for questions.

For budget related questions, the manager can contact the Office of Budget and Planning at oklochkova@wpi.edu.

Type of Request:

1) If request is to **replace the same vacant position** or hire a **seasonal or temporary employee**, the hiring manager/department will create the job requisition for approval in Workday. The Position Request/Staff Justification Form will not be required. Please note if there is a request to change an approved replacement position to a different level during an active recruitment search (i.e., Admin Assistant V to Admin Assistant VI), you must seek division head approval and verify budget.

2) If request is to **redeploy a vacant position** with a different title, description and/or salary grade or request a **new position funded by existing funding sources** (refer to APBP process for newly funded positions), the hiring manager/department must ensure the Position Request/Staff Justification Form is completed with detailed responses to the specific questions and submit form along with updated job description to talent@wpi.edu to initiate the review and approval process by the requisition review committee.

The Requisition Review Committee will review requests and forms on a biweekly basis. The Position Request/Staff Justification forms must be submitted by **Monday** prior to the Requisition Review Committee meeting. Once the decision is made, it will be communicated back to the manager and/or the initiator of the request.

The current **requisition meeting schedule** can be found on the Talent & Inclusion Policies website under Recruitment and Hiring.

STAFF REQUISITION REVIEW AND APPROVAL PROCESS

The committee members include Director, Talent Acquisition, Director, Financial Planning and Analysis, Director, Talent Strategies, Associate VP, Academic Affairs, and Executive Director, President's Office. Talent Partners will be invited to committee review in accordance with the current requisitions submitted.

Only under unique circumstances, urgent requests submitted outside of normal requisition review process may be considered on a case by case basis if request directly impacts business continuity or health and safety of employees.

If the request requires further evaluation for exception approval, it will be reviewed by the Requisition Appeals Committee for approval decision. The committee members include Senior Vice President, Talent & Inclusion, Executive Vice President/CFO, Senior VP and Chief of Staff, and Provost.

The committee will consider the following criteria in their review and approval decision:

    a. Does this position request support or align with one of WPI's Strategic Objectives?
    b. Is this a new position that is funded or not funded in the current operating budget? If not, is there available funding from a different funding source?
    c. Is this a position currently funded/budgeted in operating budget that has been vacant and unposted that can be redeployed? Is the request to redeploy a vacant position at a higher title, level and/or salary range?
    d. Is this position request necessary or required based on the information provided on the Requisition Justification Questionnaire?

Job Posting Requirements

Position Type	Posting Period
Regular Faculty and Staff positions	Minimum of **10** calendar days from the posting start date.
Temporary and Seasonal positions	Minimum of **3** calendar days from the posting start date, except temporary assignments with a duration of 3 days or less.

Position Evaluation

There will be a three month evaluation from Talent & Inclusion on status of activity of open positions. If unfilled position remains open without recruiting activity after six months, positions will automatically be closed and moved to the institutional equity pool in collaboration with the Office of Budget. Please note we recognize the posting duration will sometimes depend on the nature of the position and organization, but every effort should be made to engage and identify qualified candidates in a timely manner.