

VARIABLE HOUR EMPLOYMENT REQUISITION

Employee Status:

- New** (New employee, or an employee who has not worked for RRCC in over a year.)
- Returning** (Was working in the previous semester.)
- Rehire** (Employee has been employed in the last year but not during the previous semester.)
- Additional Job** (Current, active employee.)

Candidate Information:

Candidate Name: _____ Candidate S-number: _____

Candidate Phone: _____ Candidate E-mail: _____

Is this an additional job? Yes No

If so, what payroll is the employee currently on? Monthly Biweekly

Is the candidate a current adjunct instructor or faculty member? Yes No

Department/Supervisor Information:

Supervisor Name: _____ Supervisor S-number: _____

Department: _____ Extension: _____ Box Number: _____

Supervisor E-mail Address: _____ Supervisor Room Number: _____

Org Number: _____ Org Owner: _____

Position Information:

Requested Hourly Rate: \$ _____ Requested Start Date: _____ Requested End Date (Max: 1 year): _____

Position Title*: _____

No variable-hour requisition will be accepted without an attached position description.

Adjunct instructors may hold only academic positions, i.e. tutor, skills instructor, etc.

Variable hour employees are limited by system policy to working no more than 28 hours per week.

Variable Hour employment will be limited to one calendar year from the initial hire date, pending renewal.

THIS DOCUMENT WILL NOT BE ACCEPTED WITHOUT ALL SIGNATURES

Supervisor Signature: _____ S-number: _____ Date: _____

*Org Owner Signature: _____ S-number: _____ Date: _____

If the ORG owner will also be the employee's primary supervisor, the signature of the next level supervisor is required.

Human Resources Use Only

Final approved pay rate: \$ _____ Effective Date: _____ Exempt/Non Exempt: _____

Scheduled term date: _____ Processed by: _____ Date: _____

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