

- New Position
- Replacement

- Contract Academic
- Classified
- Classified Limited Benefit

- Confidential
- Management
- Temporary Academic

IMPERIAL VALLEY COLLEGE

380 E. Aten Road
Imperial, CA 92251

POSITION REQUISITION

Date of Request	Department /Division
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Position/Title

Replacement			New Position		
Replacement/Substitute for			HUMAN RESOURCES ONLY--Please attach a copy of the job description for the process		
Salary Range	Salary Amount	No. of Months	Salary Range	Salary Amount	No. of Months
Position Number		FTE	Position Number		
No. of Hours Per Week	Starting and Ending Dates		No. of Hours Per Week	Starting and Ending Dates	

Person Requesting the Position	Telephone Number
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Budget Account Code:	Budget Dollars Available (Salary and Fringe)
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Academic Staff	No. of Contract Days	FALL--Percent of Contract	SPRING--Percent of Contract
	Extra Duty Days		

A P P R O V A L S	Supervisor/Manager	Date	Chief Human Resources Officer ¹	Date
	VP of Academic Services or Student Services/Designee	Date	President/Designee	Date
	VP Admin Services/Designee	Date	¹ Chief Human Resources Officer, can approve classified replacement positions	

PERSONNEL OFFICE USE ONLY: