

# Personnel Justification Form

Position No. \_\_\_\_\_ General Fund \_\_\_\_\_ Categorical \_\_\_\_\_

Classification/Position \_\_\_\_\_ Salary \_\_\_\_\_ Benefits \_\_\_\_\_ Total \_\_\_\_\_

Department/Unit \_\_\_\_\_

Area Administrator \_\_\_\_\_

Replacement due to:

Retirement \_\_\_\_\_ Retirement Incentive \_\_\_\_\_

New \_\_\_\_\_ Limited Term \_\_\_\_\_ Provisional \_\_\_\_\_

Current Work Schedule \_\_\_\_\_ Proposed Work Schedule \_\_\_\_\_  
(ie: 8am - 5pm Monday through Friday)

Justification of Position - (to include Strategic Plan Goals/College Priorities)

Area Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Vice President:

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of President's Advisory Council:

President \_\_\_\_\_ Date \_\_\_\_\_