HACAP
REQUEST TO FILL
To be completed for all position openings

Position Title: _____   Location: _____

Wage Grade: _____ Wage Minimum: $_____   Maximum: $_____

Scheduled hours per week: _____   Daily Hours Schedule: _____

Classification: FT ____   PT ____ Intermittent   __   Temporary   ___   Enrollee   ___

Job Status (*HS/EHS*) _____/ _____

New Position? Yes ____   / No ____

Temporary Position? Yes ____ /   No___   Length: _____ to _____

Fund Number(s): _____-_____-_____ _____%   _____-_____-_____ _____%

_____-_____-_____ _____%   _____-_____-_____ _____%

Reporting Supervisor: _____

Onboarding items needed for position:

ITEM	Quantity	Description
Computer/Laptop		
Cell Phone		
PPE		
Apparel		

Notes:
_____

_____

Current on HACAP Staff Master? Yes   / No

Director _____   Date _____

CEO/Designee_____   Date _____

TRANSFER REQUEST

Name: _____ has been reassigned to this position.

Longectivity _____Transfer Date _____

Athompson 7/2020

HACAP
REQUEST TO FILL POSITION
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Process for filling a position

1. Program Director/Designee completes the Request to Fill Position Form.
   a. Position Title (As listed on current position description)
   b. Location (site which position reports to)
   c. Wage Grade (from approved wage schedule)
   d. Wage Minimum and Maximum (from approved wage schedule or article XVII from SEIU agreement)
   e. Scheduled hours/week (how many hours per week is employee scheduled)
   f. Classification (select appropriate box)
   g. Job Status (specific to HS/EHS)
   h. New Position (select appropriate box)
   i. Temporary Position (select appropriate box)
   j. Fund numbers (enter appropriate fund numbers and include percent to fund)
   k. If onboarding items are needed for the position, indicate in box yes or no and if specific PPE or apparel will need to be acquired.
   l. Include any necessary notes.
   m. CEO/Designee completes Staff Master selection.
   n. Program Director/Designee signs and dates.
   o. CEO/Designee signs and dates.
   p. Human Resources post the job.
   q. If this is a transfer request Human Resources will complete Transfer Request section per SEIU agreement.