

- 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			<b>HUMAN RESOURCES ONLY--Please attach a copy of the job description for the pointing process</b>		
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 Fringes)
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<b>Academic Staff</b>	No. of Contract Days	FALL--Percent of Contract	SPRING--Percent of Contract
	Extra Duty Days		

<b>A P P R O V A L S</b>	Supervisor/Manager	Date	Chief Human Resources Officer <sup>1</sup>	Date
	VP of _____/Designee	Date	President/Designee	Date
	VP Admin Services/Designee	Date	1 Chief Human Resources Officer, can approve classified replacement positions	

**PERSONNEL OFFICE USE ONLY:**