

Regular and Contingent II Staff

The Permission to Recruit request form is applicable to all Regular and Contingent II – exempt and non-exempt positions. The Chief Operating Officer has budgetary approval authority for the Permission to Recruit which is required to initiate the hiring process. This form allows for a review of departmental and budgetary requirements prior to the job posting by the Office of Human Resources.

Job Title: _____

Unit / Division: _____

Requested By: _____

Position Reports To: _____

Proposed Salary From: _____ To _____

Position Information

Position Status (Check one):

Reg, Exempt Reg, Non-Exempt CII, Exempt CII, Non-Exempt

Is this position funded through a grant? Yes No

Contingent II (If applicable)

Start Date: _____ End Date: _____

Hourly Rate: _____

NEW POSITION (COMPLETE ONLY IF NEW POSITION)

Has base / permanent funding been identified? Yes No

If No, who/how are the additional funds being provided?

Department providing funding: _____ FRS No: _____ Amount

Department providing additional funding: _____ FRS No: _____ Amount
(IF APPLICABLE)

NOTE: If position requires review by the Compensation and Classification department at UMCP, the new salary range will be as follows:

Minimum Pay: _____ Maximum Pay: _____

REPLACEMENT INFORMATION

Name of separating employee: _____

Last day of employment: _____

Position Title: _____

Position Status: _____

Salary at time of separation: _____

Department providing funding: _____ FRS No: _____

Note: If position requires review by the Compensation and Classification at UMCP, the new salary range will be provided by OHR.

JUSTIFICATION

Please provide all pertinent information for the position request. If needed, an additional sheet may be attached.

Sr. Division Officer

Date

Chief Operating Officer

Date