

**FACULTY STUDENT ASSOCIATION
OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
170 North Street, P.O. Box 139
Dryden, NY 13053
(607) 844-8211**

REQUEST TO HIRE

Title of Position _____

Check all that apply: (see descriptions at the bottom of the page)

_____ Administrative _____ Full-Time _____ Part-Time _____ Hourly _____ Temp

Name of Staff Person Replacing: _____

Permanent Position: () Yes () No Temporary Position: () Yes () No

If temporary, list dates of employment: _____

Desired Date to Fill Position: _____

Account Code: _____

JUSTIFICATION for hiring:

Submitted by: _____ Date: _____

Director: _____ () Approved () Disapproved Date: _____

VP for Student Services: _____ () Approved () Disapproved Date: _____

Budget & Finance: _____ () Approved () Disapproved Date: _____

College President: _____ () Approved () Disapproved Date: _____

Forward to the Human Resources Office to commence hiring process _____

- Administrative – director-level or head of programs (salaried) with full benefits
- Full-Time – 37.5 hours per week and 52 week per year with full benefits
- Part-Time – At least 1,000 hours per year but less than full-time with partial benefits
- Hourly – Regularly scheduled employment of less than 1,000 total hours and more than 750 hours (sick leave only)
- Temporary – Occasional work of less than 750 hours total per year with no benefits