Personnel Requests- NEOGOV

	Discussion at VPC	with President One-On-One	VP Approval Only
New Positions			
Permanent **New** Position	X		
Recruitment for Vacated **MPP** Position *(temporary or permanent)*	X		
Recruitment for Vacated **Staff** Position *(temporary or permanent)*			X
Emergency hires			X
Casual workers			X
Special consultants *(6 months or less)*			X
Special consultants *(more than 6 months)*		X	
Hourly on-call hires			X
Temporary Changes			
Temporary Fill of Vacated Position (50% part-time and full-time)			X
Temporary New Position (50% part-time and full-time)	X		
Conversion of Temporary to Permanent Positions	X		
Temporary increase (5% or under)			X
Temporary increase (over 5%)		X	
Extension of Temporary reassignment with increase in pay (but not renewal of temporary appointments)—not a stipend.	X		
New temporary reassignments *(5% or under)*			X
New temporary reassignments *(over 5%)*		X	
Extension of temporary reassignment at same pay rate			X
Renewal of temporary appointments			X
Reclassifications and Increase in Pay			
Reclassifications (over 5%)		X	
Reclassifications (5% or under)			X
In-range progression (5% or under)	X		
In-range progressions (over 5%)		X	
MPP equity or salary increases of any amount		X	
Stipend request *(5% or under)*			X
Stipend request *(over 5%)*		X	

Effective: 01/01/2016 dmb