

## Personnel Requests- NEOGOV

### **President's Cabinet Approval (In Person )**

- Permanent New Position
- Replacement of vacated MPP and professional staff positions
- Conversion of Temporary to Permanent Positions
- Any personnel transaction resulting in a pay increase above 5%

### **Discussion with President Morales**

- MPP equity or salary increases of any amount
- Special consultants

### **Vice President Approval Only**

- Any permanent or temporary personnel transaction resulting in a pay increase of 5% or less
- Replacement of vacated para-professional staff positions (*i.e. ASA, ASC, Grounds, Custodial*)
- Emergency hires, casual workers, hourly on-call hires
- Extension of temporary assignments