



Committee Meeting: Policy Committee	Date: April 10, 2017
Committee Chair: Trustee Kathleen Masiello	
New or Edited: New	

POLICY NAME: Position Creation Justification Form

POLICY TYPE: Managerial

SUBMITTED BY: Tracey Cleveland, Director of HR and Talent Management Committee

ISSUE OR STATEMENT OF PURPOSE: The Position Creation justification form will be used by Management for the creation of certain positions: new titles with no funding allocated in the budget, or title changes that involve an increase in funding that is not allocated in the budget. The completed form should be forwarded to Human Resources along with a job description. All created positions will require a resolution for Board of Trustees approval. Human Resources will notify Hiring Manager, if creation of position is approved or denied. If denied, reasons will be stated.

CORRECTIVE ACTION PLAN RECOMMENDATION (IF ANY): The Corrective Action Plan (CAP) approved by the SUNY Erie Board of Trustees on April 12, 2016 recommendation 4(a) Executive Salaries and Benefits. The Board should ensure significant financial decisions, such as creation of new positions are conducted in an open and transparent manner.

NEW OR EDITED POLICY: New

DOES IT SUPERCEDE A POLICY/WHICH ONE: No

POLICY COMMITTEE RECOMMENDED ACTION: Approved as amended above. Policy Committee recommends the Board of Trustees accept this managerial policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to creation of new positions.

POLICY COMMITTEE MEMBERS PRESENT: Trustees Kathleen Masiello, Trustee Timothy Callan, Maria Carroll-Director of Talent Management and Employee Engagement, Director of Human Resources Tracey Cleveland, Executive Vice President of Operations Michael Pietkiewicz, Chief Financial Officer and Senior VP of Administration and Finance William Reuter, Provost Academic & Student Affairs Richard Washousky

DATE OF BOARD ACCEPTANCE: April 27, 2017

POLICY COMMITTEE TEAM FOLLOW-UP: Following Trustee acceptance, this policy will be included in the Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS: This Policy has been previously reviewed and discussed at the Policy Committee meetings of October 25, 2016,



POLICY NAME: Position Creations Justification Form **Continued**

November 1, 2016, November 22, 2016, and January 3, 2017. At the April 10, 2017 the Policy Committee unanimously approved this Policy with the edits that have been made to the above. This was discussed by the Talent Management Committee on April 10, 2017.

Exhibit A



POSITION CREATION JUSTIFICATION FORM

The following information will be used to request additional resources for your department. This form is to be used for either option 1 or 2 below (please check applicable option):

1. New title/No funding in budget 2. Title change/Associated funding increase not in budget

Position Title:

Proposed Job Group/Step:

Department:

Division:

Supervisor:

Union Affiliation:

Start Date:

____ FT ____ RPT _____ hours per week ____ PT ____ hours per week

____ Temp (List start and end dates) _____

Date Prepared:

1. POSITION SUMMARY

List the major responsibilities of this position - Why does this job exist? What major new work will be done with this position hired? (Include 2-4 brief, clear, concise statements.)

Describe why repurposing existing personnel would not provide sufficient coverage in lieu of filling this role.

How does this position fit in with SUNY Erie's mission and/or what impact does this position have on achieving SUNY Erie's goals and objectives?

2. KNOWLEDGE/EXPERIENCE

Please submit a copy of the approved or proposed job description with this form that particularizes the desired knowledge, competencies, and experience for this position.

3. FINANCIAL

Proposed salary for position: \$

Particularize the financial impact of this position – detail how the position is to be funded and any associated cost-savings of the position.

4. SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has (or will have)? Please specify any additional information pertaining to supervision responsibilities of this role.

No supervisory responsibility.

No direct supervisory responsibility, provides assistance to lower level employees.

Limited supervision, allocates and organizes work, provides guidance.

Direct supervision of at least one employee.

Signatures:

Hiring Manager _____

Assistant Vice President of Human Resources _____

Financial Health Committee/CFO _____

Please send this completed form to HR

For internal use only:

Date: _____

___ Approved

___ RESOLUTION CREATED

___ Denied

REASON: