

Adams State College
Justification for Personnel Action
(ATTACH TO PERSONNEL CONTRACT RECOMMENDATION)

Contact Information

Department: _____	Request Date: _____
Contact Person: _____	Phone Number: _____

Proposed Employee Action (Check one)

<input type="checkbox"/> New Hire <input type="checkbox"/> Promotion (not reallocation) <input type="checkbox"/> Reallocation <input type="checkbox"/> Supplemental <input type="checkbox"/> Temporary Pay <input type="checkbox"/> Other: _____

Proposed Budget Code: _____

Comments on Funding Source

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Criteria for Request (Check all that apply)

- Critical to the health, welfare, and safety of the public in general.
- Would create a disruption to an essential College function if not filled.
- Failure to perform this service would create legal liability.
- Failure to perform this service would negatively impact student educational experience.

Essential Functions of the Position

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How have you managed in terms of getting these functions done to date?

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What won't get done if the proposed action is not taken? (Consequence if request is not granted)

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Executive Council Review

This request was submitted to Executive Council for review on _____.

Executive Council recommends that this request be Approved Not Approved

Recommended Limitations (if any): _____
_____.

Presidential Approval

The above requested action has been evaluated and that the needs described above cannot be met in any other prudent manner. .

David P. Svaldi, President

Date