Marquette
www.mqtcty.org

POSITION AUTHORIZATION REQUEST

Instructions:

1. Please complete all information, obtain the necessary signatures for approval and return to the Human Resources Office.
2. If the request is for a bargaining unit position, please observe the time restrictions for posting as determined by the Agreement.
3. Human Resources must receive an approved Position Authorization Request before positions will be posted or advertised.

POSITION INFORMATION

Check all that apply:

Request is for: ☐ New Position ☐ Replacement ☐ Regular Part-time

Position Type: ☐ Full Time ☐ Department Head ☐ Seasonal/Temporary* (must include termination date)
☐ Bargaining Unit
☐ Middle Management

Position Title: _____

*Hours/ Week: _____ Shift Work: _____

Department: _____ Bargaining Unit: _____

Supervisor's Name and Title: _____

Position vacancy date: _____

Seasonal/Temporary approximate termination date: _____

Posting Date (if applicable): _____

Hourly Rate of Pay: _____ Annual Salary: _____

Is position salary included as part of current fiscal year budget? ☐ Yes ☐ No (If no, please explain): _____

_____

_____

*Please note: Part-time employees may not work more than 7 hours per day and 29 hours per week. **Seasonal**/Temporary employees may not exceed 1,500 hours per calendar year.

BUDGET INFORMATION

Budget Department: _____ _____
(Account Name) (%)

_____ _____
(Account Name) (%)

_____ _____
(Account Name) (%)

APPROVALS

Department Head: _____ Date: _____

Director of Administrative Services: _____ Date: _____

City Manager: _____ Date: _____