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NAVAJO TECHNICAL UNIVERSITY

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Memorandum

To: Department Supervisors

From: Wanda J. Cooke
Wanda Cooke, Human Resources Director

Date: January 21, 2020

Subject: Hiring Process for Temporary Employment

In response to requests for temporary employment, please be advised of the Hiring Process since June 2015 is still in effect. All temporary employment must adhere to the following hiring process:

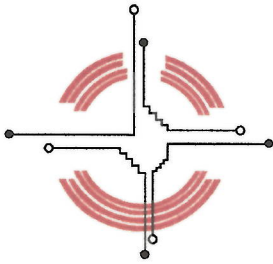
1. Supervisor (requestor) shall submit the attached memo (**Doc. 1**) to their Department Head for approval.
2. Department Head shall complete the attached VPR form, (Vacant Position Requisition Form), (**Doc. 2**) with Supervisor's approved memo and submit to Human Resources Department Director.
3. HR Director will review for approval to begin advertising and hiring process.
4. All positions will require a 2-4 week lead time before any employee should begin working.
5. Advertisement timelines:
 - a) Student Workers: Advertised In-house Five (5) business days
 - b) Temporary Workers: Advertised In-house Five (5) business days, plus additional Five (5) business days, a total of Ten (10) business days.

This process reinforces equal opportunity to every potential student or candidate for employment.

If you have any questions, please let me know at extension 14110 or 1012.

Thank you.

Cc: Dr. Elmer J. Guy, President
File



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Doc. 1

REQUEST TO ADVERTISE FOR TEMPORARY EMPLOYMENT

To: «DeptDeanDir»

From: _____
«RequestBy»

Date: «Date_of_Request»

Subject: Temporary Position Advertisement

This is a request to open a temporary position for «Prog_Loc» department at Navajo Technical University «Campus».

My justification for the position is as follows:

- Purpose of advertisement- see attached position description/Scope of Work

The following are details of the position and budgeted funding source:

Title: «Title»
Name of Supervisor: «Supervisor»
Date of Contract: «Date_of_Contract»
Duration of employment (wks): «Duration_of_Contractno_wks»
Weekly hours: «Weekly_Hours» (note: max hours for students is 20 hrs.)
Total Contract hours: «Total_Contract_Hours» hours (hrs/week x total no. of weeks)
Wage: \$«Hourly_Wage»
Contract Salary: \$«Contract_Salary» (hrly rate x total contract hours)
Account Number: «Fund»«Yr»«ProgNo»«Account_No» «FundName»

Feel free to contact me via email at [your email address] or telephone number or extension at [phone number] for any further questions.

Thank you.

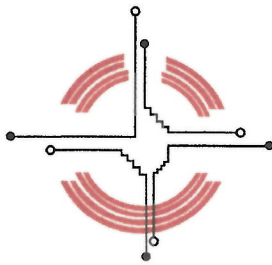
Approved:

Dept Head

Date

Attached:

- 1) Vacant Position Request Form
- 2) Position Description



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Doc. 2

Vacant Position Requisition Form

(Print or Type)

Current Date «Date_of_Request»	Position Title «Title»	Requested by Supervisor/Director X «RequestBy»		
Department «Dept»	Program/Location «Prog_Loc»	Date Needed «Date_of_Contract»		
New Position?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, name of Vacating Employee and Time in Position:		Reason for vacancy: Annual Salary \$«Contract_Salary» Hourly rate: \$«Hourly_Wage» x «Total_Contract_Hours» hours		
Total number of work hours/week		Days of work (Circle days of work) M T W TH F SAT SUN		
POSITION DESCRIPTION				
Education or Equivalent Experience SEE ATTACHED JOB DESCRIPTION:		Skills Required		
Essential Job Functions				
1)		5)		
2)		6)		
3)		7)		
4)		8)		
Additional Job Information Including Physical and Mental Demands (e.g., sitting at the desk, exposure to noise, walking, lifting 15 lbs., etc.)				
REQUIRED SIGNATURES OF APPROVAL				
Budget/Account Verified By Finance Dir. Or Contracts & Grants Manager Date	Account Number «Fund»«Yr»«ProgNo»«Account_No»	Budgeted Salary Amount or Capped Amount:		
H.R. Director's Signature Date	President's Signature (Approved by) Date	Advertisement Begin Date		
HUMAN RESOURCES DEPARTMENT USE ONLY				
Position Number «PosNo»	FLSA Classification «FLSA_Class_and_DutyTour»	Position Type <input checked="" type="checkbox"/> Full-Time Regular <input type="checkbox"/> Part-Time Regular <input type="checkbox"/> Full-Time Temporary <input type="checkbox"/> Part-Time Temporary		
Pay Grade-Step «PayGrade»	Minimum \$«Min_PayRate»	Midpoint \$«Mid_PayRate»	Maximum \$«Max_PayRate»	Date last advertised
Position Filled By	Start Date	Starting Salary	Human Resources Director	