

POLICY ID: HR-004		TITLE: Personnel Requisition-Procedure	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: Original: 10/08/2007 Revision-1: 11/24/2015 2 nd Revision: 04/24/2023		 _____ Attest-Village Clerk	<u>04/24/2023</u>
APPLIES TO:	REPRESENTED EMPLOYEES ELECTED OFFICIALS	Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

PERSONNEL REQUISITION –PROCEDURE- HR-004

1. A Department Head in conjunction with the Village Administrator completes the Personnel Requisition (HRFRM-002) if he/she wishes to establish a new position.
2. A Personnel Requisition is not required for the replacement of an employee. Only when a change in the number of Occasional, Temporary, Seasonal or non-management regular full-time or non-management regular part-time employees is contemplated does a personnel requisition have to be completed for those positions.
3. The Department Head or the Village Administrator sends the completed Personnel Requisition to the APC chairperson for placement on a meeting agenda.
4. If the APC believes the requisition is justified, based on an objective analysis of the responsibilities and the need, it forwards the Personnel Requisition to the Village Board for final action. If the APC does not believe the requisition is justified, the APC will send a negative recommendation to the Village Board for final action and also informs the originator of the APC's negative recommendation with an explanation of concerns.

VILLAGE OF KRONENWETTER PERSONNEL REQUISITION

REQUEST DATE	DATE EMPLOYEE NEEDED	TITLE OF POSITION BEING REQUESTED/CHANGED	
REQUESTED BY	DATE APPROVED	APPROVED BY	
<p style="text-align: center;"> <input type="checkbox"/> NEW POSITION-FLSA EXEMPT <input type="checkbox"/> NEW POSITION-FLSA NON-EXEMPT </p> <p style="text-align: center;"> DOES THIS POSITION HAVE SUPERVISORY RESPONSIBILITY? YES NO </p>		<p>POSITION IS:</p> <p style="text-align: center;"> <input type="checkbox"/> REGULAR FULL-TIME <input type="checkbox"/> REGULAR PART-TIME <input type="checkbox"/> TEMPORARY </p> <p>IF PART-TIME: _____ NUM HRS/ WEEK</p> <p>IF TEMPORARY: ESTIMATED LENGTH OF EMPLOYMENT IN WEEKS _____</p>	
		Funding Source	Department

1. ATTACH A COPY OF THE CURRENT POSITION DESCRIPTION

2. Why is this addition needed? Describe the benefits using objective data. Include a brief description of work to be performed or the duties that this request will address. Provide percent of time allocated to each major area of responsibility.

3. Describe other options that were considered (in addition to this proposal) to address the needs described above. Include reasons why those options were not chosen.

4. Describe the consequences on Village residents, other staff members, Village procedures, etc. if this position is not filled.

VILLAGE OF KRONENWETTER PERSONNEL REQUISITION

TITLE OF POSITION BEING REQUESTED	REQUESTOR NAME
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5. Calculate Salary Costs/(Savings) through end of current fiscal year:

- (a) Hourly Rate—OR—Annual Salary divided by 2080 hours (a) \$ _____
- (b) *times* Number of hours through end of current year (b) _____
- (c) Equals Salary Cost in current year (c) \$ _____
- (d) Add Benefits at 40% of Salary (.4 x c) (d) \$ _____

TOTAL INCREMENTAL EMPLOYEE COST/(SAVINGS) IN CURRENT YEAR (e+c) (f) \$ _____

6. Calculate New Salary Costs through end of next full fiscal year

- (g) Hourly Rate—OR—Annual Salary divided by 2080 hours (g) \$ _____
- (h) *Times* Number of additional hours through full fiscal year (h) _____
- (i) Equal **Incremental Salary Cost in next fiscal year** (i) \$ _____
- (j) Add Benefits at 40% of Salary (j) \$ _____

TOTAL EMPLOYEE COST IN NEXT FULL YEAR (k) \$ _____

7. Describe and itemize the amount of all START-UP (one-time) costs associated with fulfillment of this request. Include anticipated expenses for all computer hardware and software, telephone, training, office furniture and equipment, uniforms and safety equipment, special equipment, licensing, association memberships, etc.

8. Describe and itemize the amount of all ongoing and recurring costs associated with the fulfillment of this request over the course of the next five years (excluding wages and benefits described in 5 and 6 above). Include all certification renews, cost of office space at \$ ___ per square foot, uniform dry cleaning, etc.

9. Attach a complete justification for this request including estimates for offsetting costs such as reduced overtime expense for existing employees and payments for previously outsourced services, potential increase of income for the Village, ability to meet Village objectives, etc.

Position Title:	Date Reviewed by the Administrative Policy Committee: _____	<input type="checkbox"/> Approval Recommended by Administrative Policy Committee; Date Referred to Village Board _____
	<input type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget	<input type="checkbox"/> Approval NOT Recommended; Date Referred to Village Board _____

