

# Request to Fill Support Staff Position Vacancy

The position described below is:                      New\_\_\_\_                      Revised\_\_\_\_                      Existing\_\_\_\_  
(For budget purposes)

Employee Group:                      AESES\_\_\_\_                      IUOE\_\_\_\_                      CMP\_\_\_\_

Unit/Department (as it should appear on the posting) \_\_\_\_\_

Position Title \_\_\_\_\_

Position Classification\_\_\_\_\_                      Classification Review required \_\_\_\_\_

A current approved position description has been reviewed and authorized as of \_\_\_\_\_

Previous Incumbent \_\_\_\_\_ Reason for Vacancy \_\_\_\_\_ Vacancy Date \_\_\_\_\_

Number of positions to be filled \_\_\_\_\_

Position Start Date (desired date or as soon as possible) \_\_\_\_\_

Category: Full time \_\_\_\_\_                      Part Time \_\_\_\_\_ %                      Hours of work per week \_\_\_\_\_  
(Variable: provide range of hours)

Status: Continuing \_\_\_\_\_                      Sessional \_\_\_\_\_                      Term \_\_\_\_\_  
(continuing with annual layoff)                      (greater than 3 months, has a specific end date)

If sessional or term appointment, provide duration dates: Start \_\_\_\_\_ End \_\_\_\_\_

Salary Range: \_\_\_\_\_                      Benefits & Pension \_\_\_\_                      Benefits Only \_\_\_\_                      Pension Only \_\_\_\_                      None \_\_\_\_

Funded by Operating \_\_\_\_\_ %                      Grant Funded \_\_\_\_\_%

Funds Available \_\_\_\_\_                      Account number(s) \_\_\_\_\_

Posting Type: Open Posting \_\_\_\_\_                      Internal Candidates Only Posting \_\_\_\_\_

If you are staffing a Maternity/Parental/Sick Leave, these are circumstances that may have a vacancy management impact. As a result you are requested to include a financial analysis. Please contact payroll@uwinnipeg.ca for leave top up costs.

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Hiring Manager \_\_\_\_\_                      Date \_\_\_\_\_

Approved By \_\_\_\_\_                      Date \_\_\_\_\_  
Dean/Director

Approved By \_\_\_\_\_                      Date \_\_\_\_\_  
Vice-President

Funds Confirmed by \_\_\_\_\_                      Date \_\_\_\_\_  
Director, Budget Administration

Approved By \_\_\_\_\_                      Date \_\_\_\_\_  
VP, Finance and Administration