



**Appendix S. Sample COLLEGE OF MICRONESIA-FSM
REQUEST FOR USE OF PERSONAL SERVICES CONTRACT**

Instructions: Form must be completed fully; incomplete form will be returned to sender. Attach the most current office/campus organizational chart showing the placement of this position and its relationship to other functional areas. Include a summary of functional responsibilities for all position on your organizational chart(s) including any part-time positions.

Position budgeted under FY: 2014 **Position Title:** HRM Specialist

<p>1. Why do you need this short-term contract?</p> <p><input checked="" type="checkbox"/> Full-time position vacated due to resignation/termination [Provide name and date]</p> <p><input type="checkbox"/> Additional major duties recently added to the office [Provide details below]</p> <p><input type="checkbox"/> Nature of the grant/ program to employ part personnel.</p>
<p>“Employee name” resigned as HRM Specialist to accept the Director position at the Residential Halls July 2013. The position remains vacant until now. This is because the directive issued in September put a freeze on all vacant full time positions while the VPs carried out an assessment.</p> <p>While we wait for a final decision, we need support to carry out the responsibilities of the office. Thus, the need for a special contract for a clerk for a 6 month period.</p>
<p>2. List major responsibilities of this position and indicate areas of direct impact? [List them by natural groupings]</p>
<p>1.[DAILY]Logging documents coming in and out on a daily basis.</p> <p>2. [DAILY] Deliver documents on campus daily, multiple trips to the administration office are required.</p> <p>3.[DAILY]Answer telephones and taking messages and answering inquiries.</p> <p>4.[DAILY]Make copies of PAs, Contracts, Evaluations, Files for office, supervisors, and supervisees and others.</p> <p>5.[DAILY] Scan PAs, Contracts, Evaluations, Forms, Employment Verifications, etc.</p> <p>6. [DAILY]Email state campus reps and employees to disseminate information, forms, answer questions, follow up on Required documents, issues, etc.</p> <p>7. [DAILY] Assist visitors to the office.</p> <p>8. [WEEKLY]Run other errands and assist the Director and Admin specialist with other tasks as needed.</p>
<p>3. What is the impact on the office/campus/department if the position is not filled now?</p> <p>Services will be very slow and/or rushed with less quality. The two staff will spend more time on clerical duties listed above than on major and high level responsibilities. This will lead to delay of other critical projects, excessive overtime and in the long run it may lead to poor health, stress and burn out of the 2 staff.</p>
<p>4. How long has the position been vacant? How were the responsibilities handled?</p> <p>July 2013 , “Employee Name” accepted the Director position at Residential Halls. This request is specifically for 6 months [January to June] to carry out critical duties under section 2 and avoid potential problems in section 3 above.</p>
<p>5. What is the basis of the budget of this position?</p> <p>The HRM Specialist position is budgeted under FY2014 at \$21,269.00, it is more than sufficient to fund this 6 month special contract with a total sum of \$3,360.00. This calculation is based on an hourly rate of \$3.50 at 40+ hours per week for 4 weeks.</p>
<p>6. Does the office have a space, office, desk, computer, supplies, etc., to support this position?</p> <p>Yes</p>
<p>7. [For instructional positions] Do you have the student enrollment to support this position? What is your current faculty/student ratio based on the established institutional effectiveness indicator?</p>

