

# BUSINESS PROCESS DOCUMENT

## Phoenix College

<b>DATE CREATED</b>	<b>PROCESS NAME</b>
March 10, 2019	Request to Hire (RTH)
<b>VERSION NO.</b>	<b>CREATED BY</b>
5	President's Executive Council (PEC)
<b>PROCEDURE NO.</b>	<b>PROCESS OWNER</b>
1	Angela Buchele (Genna)
<b>DATE OF LAST UPDATE</b>	<b>LAST UPDATED BY</b>
January 25, 2021	Angela Buchele

### I. INTRODUCTION

<b>PURPOSE</b>	<p>To document a business process that ensures transparency, consistency and eliminates confusion. The following were factors that led to the development of this process:</p> <ol style="list-style-type: none"> <li>1. Employees do not have a clear understanding of how to request an approval to hire positions.</li> <li>2. Employees do not have a clear understanding of how/why a position is approved or denied.</li> <li>3. Our current method is not consistent, effective, or transparent.</li> <li>4. Risks associated with not mapping this process include data integrity issues between HCM and the budget system.</li> <li>5. Lack of documented and transparent process leads to longer wait times to hire.</li> </ol> <p><b>Version 5</b></p> <ol style="list-style-type: none"> <li>6. Adjust the process to allow VPs and the President to fill <u>budgeted</u> positions without going through the RTH and BST process for approval. The position and title must be identical to the position that is vacant.</li> </ol>
<b>SCOPE</b>	<p>This process is used for the hiring of:</p> <ul style="list-style-type: none"> <li>- Un-budgeted Classified Staff (i.e. new, replacement with ANY changes, or short-term including renewals)</li> <li>- short-term Faculty (i.e. One-Semester-Only, One-Year-Only - including renewals)</li> <li>- temporary reassignments (i.e. employee temporarily moves into different position)</li> <li>- Grant funded positions</li> </ul>
<b>DOCUMENT MANAGEMENT</b>	Business Services and Human Resources
<b>ROLES &amp; RESPONSIBILITIES</b>	
<b>ROLE</b>	<b>RESPONSIBILITY</b>
Requestor	Complete the RTH form and obtain E-signatures from Supervisor and Vice President
Business Services	Scan the RTH packet; add to Budget Steering Team (BST) agenda; notify HR of approval to hire via e-mail
Budget Steering Team	Allow sufficient time to review, discuss, consider, and vote (approve or deny) the RTH
Vice President	If applicable, add notes and E-Sign the RTH form prior to sending to Business Services; notify and provide rationale of the decision to the Requestor

## II. PROCESS

OVERVIEW	
STEP	ACTIVITY
1	<b>Planning</b> - Requestor - Complete the RTH form for new un-budgeted full-time or short-term Classified Staff, temporary reassignment, vacant position title change, vacant position moves or short-term Faculty.
2	<b>Planning</b> - Requestor - Attach justification statement and obtain Supervisor and respective Vice President (VP) electronic signatures
3	<b>Planning</b> - VP- email the RTH form to Admin Services and Business Services (DeRose, Buchele, Wadman)
4	<b>Review and Consideration</b> - Business Services - Confirm RTH is complete and that the proposed position should go through the RTH process. Scan the documents for review at BST.
5	<b>Consideration and Approval</b> - BST - Review, discuss and reach a consensus to support or not support the request. BST reserves the right to table to their next meeting if further discussion or research is needed.
6	<b>Action</b> - Business Services & VP - If the request is not supported by BST, the RTH form is retained by Business Services. The respective VP notifies the Requestor. The process ends.
7	<b>Final Processing</b> - Business Services & VP - If approved, Business Services emails the approved RTH packet to Human Resources. The respective VP notifies the Requestor. The hiring process begins.
FLOWCHART	See separate document

## CHANGE HISTORY

VERSION	DATE	DESCRIPTION OF CHANGE IMPLEMENTED	COMPLETED BY
1	03/10/19	NA	Angela Genna
2	03/19/19	Changes to purpose, roles, and steps; miscellaneous changes from emails received from PEC members.	Paul DeRose
3	04/01/19	Added flowchart.	Paul DeRose
4	01/12/21	Changes from PEC to BST.	Paul DeRose
5	01/25/21	Change usage requirements for Request to Hire process and approval chain	Angela Buchele