

Instructions - New Position Request Form

A Position Control Committee (PCC) has been created to review and approve all new position requests, including per diem positions. Every vacancy moving forward is considered a new position.

A New Position Request Form (NPRF) must be completed for each new position requested.

(Schaffer Extended Care Center LPNs, Staff RNs, MDs, Dentists, Vice Chairs, Chairs are excluded from this process. Please see note on page two for:

- **100% grant funded/ externally funded contractual positions**
- **Union Contractual Obligations**
- **Positions vacated by involuntary terminations**
- **Einstein College positions.**

Initiator/Requester fills out Step I, Step II, and Step III on the NPRF and obtains information from the Budget office to complete Step III. Budget office will sign off and validate Step III on the NPRF.

Information from Step I, II and III will be presented to the appropriate Vice President for approval to move to SVP, SSVP or EVP level.

1. SVP, SSVP or EVP will review and sign the NPRF if approved. Approved/signed form is forwarded to PCC Administrator via new email address pccadministrator@montefiore.org.
 - *Acknowledgement email will be automatically sent from PCC Administrator email address to sender.*
 - *PCC Administrator will ensure that all documents are available for review at PCC meeting.*
2. PCC will meet to review and make decision to approve, not approve or hold for possible future consideration based on available funding at that time. The PCC members are:
 - Executive Vice President and Chief Financial Officer
 - System Senior Vice President of Operations
 - System Senior Vice President and Chief Medical Officer
 - System Senior Vice President and Chief Human Resources Officer
 - PCC Administrator, Sheila McGrath, Senior Director of Human Resources
 - Committee Finance Support, Charles Agins, Vice President of Finance
3. PCC Administrator will send final disposition to Vice President.
 - *If approved, position will be uploaded into HCM by the Budget Office. Paper requisition will be approved/signed for New Rochelle, Mount Vernon and Schaffer.*
4. Initiator/Requester will initiate a Requisition.
 - a. In HCM, the NPRF, supplied by VP, must be attached to the requisition when activating the position.

Note: HCM workflow has been changed to reflect new process. Initiator/Requestor will activate the position and the next level will send to Recruitment and Staffing.

- b. MNR/MMV/SECC Instructions: Manager will create paper requisition, attach approved NPRF and send to Human Resources.
- c. Einstein College Positions: PCC Process outlined above applies to all positions being created at the college that are partially or fully funded by Montefiore. The NPRF must be presented to the Human Resources department at the College in order to initiate requisition and recruitment.

Recruitment & Staffing will not post or initiate any search without approved New Position Request form attached to requisition.

Grant funded positions/ externally funded contractual positions: 100% grant funded/externally funded contractual positions require confirmation from SVP, SSVP or EVP that the position is 100% fully funded and approved to fill. 100% grant funded positions/ externally funded contractual positions do not need to go through PCC process. NPRF with position attributes form and SVP, SSVP or EVP email approval should be forwarded to pccadministrator@montefiore.org. Approved grant funded positions/ externally funded contractual positions will be added to the budget and to HCM by Finance. Finance will notify Initiator/ Requestor once position is loaded into HCM. The Initiator/ Requestor can then activate the position.

Union Contractual Obligations: Obligations to create positions to meet collective bargaining agreement requirements must be coordinated with Employee and Labor Relations and Recruitment and Staffing. NPRF with position attributes form should be forwarded to pccadministrator@montefiore.org. Approved positions will be added to the budget and to HCM by Finance. Finance will notify Initiator/ Requestor once position is loaded into HCM. The Initiator/ Requestor can then activate the position.

Involuntary Terminations: Positions that are vacated through an involuntary termination related to a disciplinary process do not go through the PCC process. NPRF with position attributes form should be forwarded to pccadministrator@montefiore.org. Positions will be added to the budget and to HCM by Finance. Finance will notify Initiator/ Requestor once position is loaded into HCM. The Initiator/ Requestor can then activate the position.