



# Request to Fill (RTF)

## Regular\* Faculty, Salaried (Professional) & Hourly Paid Position

Dept: O- \_\_\_\_\_ Joint Dept: \_\_\_\_\_ ( \_\_\_\_\_ %) Position Management (PM) #: \_\_\_\_\_ Dynamic Group: \_\_\_\_\_

Title: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Hours Worked Per Week: \_\_\_\_\_ % Full Time: \_\_\_\_\_ Wage Band/Salary Grade: \_\_\_\_\_ Job Code/Family: \_\_\_\_\_

Overall Min./Max of Annual Salary (Based on Work Year/Work Schedule)\*: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Projected Hiring Min./Max of Annual Salary (For Budget/Posting Purposes)\*: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Hourly Rate\*: \$ \_\_\_\_\_ Change (+/-) in Position Management Budgeted Salary: \$ \_\_\_\_\_

Please explain how any increase in PM budget will be funded: \_\_\_\_\_

\_\_\_\_\_ New Position \_\_\_\_\_ Existing Position (Prior Employee: \_\_\_\_\_)

Position Supervisor: Name: \_\_\_\_\_ Phone # : \_\_\_\_\_ Supervisor Position Number: \_\_\_\_\_

<b>Position Type*:</b> <input type="checkbox"/> Tenure Track/Cont. Contract Eligible <input type="checkbox"/> Ongoing <input type="checkbox"/> Fixed Length (3 yr limit for AFUM, 2 yr limit for other groups) <input type="checkbox"/> Contingent on Outside Funding	<b>Collective Bargaining Unit:</b> <input type="checkbox"/> AFUM <input type="checkbox"/> Police <input type="checkbox"/> S&M <input type="checkbox"/> ACSUM <input type="checkbox"/> UMPSA <input type="checkbox"/> PATFA <input type="checkbox"/> Hourly Supervisory/Confidential <input type="checkbox"/> Non-Rep. Professional/Faculty <input type="checkbox"/> Management Group
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**Work Year\*:**  
 Fiscal  
 Student Calendar Year (Salaried)  
 Academic (Faculty)  
 Other, Begins: \_\_\_\_\_ Ends: \_\_\_\_\_  
 Other Periods Excluded, Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

**Earnings Distribution: (Please include any additional distributions on a separate page.)**

Accounting ID (10 digits)	Chartfields	Percent %	Soft √ Money

Position to be paid either in part or full from a federal contract with the E-Verify clause\*: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

Initiating Administrator	Date	Recommended	Date
Recommended	Date	Recommended	Date
Vice President/Provost	Date	President (required for units reporting directly to this office and tenure-track faculty)	

\*Term definitions on second page of form

For HR Use Only

Appointee: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Background Checks: \_\_\_\_\_

SBI Credit Driving Pre-Employment Physical/Baseline: \_\_\_\_\_

Number: \_\_\_\_\_

**\*\* Your Human Resources Officer (HRO) will complete this form for you upon request.**

### RTF Term Definitions

Regular Positions	vs.	Temporary Positions
Expected to continue for 7 months or more  Governed by the applicable collective bargaining agreement, employee handbook  Salary payments subject to the University's fringe benefit rate charge for <i>regular</i> employees  Eligible for applicable benefits  A job search is expected		Expected to continue for a total duration of no longer than 6 months and 29 days  Governed by the applicable non-represented employee handbook or PATFA contract (part-time faculty hired on a single semester basis)  Salary payments subject to the University's fringe benefit rate charge for <i>temporary</i> employees  Eligible for limited benefits including Worker's Comp, Unemployment and FICA, an  No formal job search required unless overall duration of employment is expected to exceed 6 months and 29 days.

\*An RTF does not need to be filled for temporary positions. See: <http://www.umaine.edu/hr/forms/toolkit/temphtyreq.pdf> for information to fill a temporary hourly paid position and <http://www.umaine.edu/hr/forms/TempSalaried.pdf> for information to fill a temporary salaried employee appointment Form.

#### Salary Positions

Overall Min/Max of Annual Salary:

- This amount relates to the wage or salary band minimums and maximums set for the position (and job family).
- This salary should be proportionately adjusted for positions that are part-time or have a non fiscal year work year.
- This is not necessarily the range that will be included in the position vacancy announcement.

Projected Hiring Annual Min./Max of Salary Range:

- This is the annual salary range the department plans to commit for a salaried the position.
- This is the range that would be included in an UMPSA position vacancy announcement.

\*Annual salary is determined by the Salaried Employee Classification & Compensation Program (SECCP) using the Position Description Questionnaire (PDQ) (except for Post Doctoral and intern positions). The annual salary should not be impacted when the length of the initial appointment is less than a full work year. Job ads for UMPSA unit positions must include a salary range.

Example:

- Salary range: \$xx,xxx - \$xx,xxx.
- Proposed salary range is \$xx,xxx - \$xx,xxx, depending on qualifications
- The salary range for this position is the low \$xx,xxx's to the mid \$xx,xxx's
- This position has been assigned to Salary Band 6 (min \$xx,xxx – max \$xx,xxx). The anticipated salary range for this position is \$xx,xxx - \$xx,xxx.

Supervisors are encouraged to post information about the salary range for non-represented positions.

#### Hourly Rate:

- Hourly wage determined by the UMS Job Classification Program.
- New employees are hired at the start step of the wage band. Limited exceptions exist and are defined by the applicable collective bargaining agreement. Contact your Human Resources Officer (HRO) for more information.
- The hourly rate of transfer candidates is set as defined by the applicable collective bargaining agreement or employee handbook.

#### Faculty Positions:

Type:

- Tenure Track/Continuing Contract Eligible: Faculty with academic rank (Assistant, Associate or full Professor)
- Ongoing: Positions for which base E&G monies and/or ongoing auxiliary support is available.
- Contingent on Funding: Continuation of the position is subject to the renewal of funding generally from sources external to UM. Research faculty as well as employees for whom a search was waived based on their specific inclusion in a grant budget are examples of employees who are considered soft money.
- Fixed Length: Positions of a limited duration (one-time project, leave replacement or when a search for an ongoing position has been unsuccessful). This category may be used if any reappointment must be preceded by a search. Do not use this category if the receipt of additional funding would cause the incumbent employee to be extended.

Work Year:

- Fiscal: Position provides services 12 months a year.
- Academic: Faculty and hourly staff who work only when the student population is present September 1 through May 31 (does not earn vacation leave).
- Student Calendar Year: Salaried employee required to work with the department offers services available based on the presence of the student population (does not earn vacation leave).
- Other  
Employees required to work less than 12 months each year (does earn vacation leave). Departmental circumstances will determine the specific beginning and ending dates of the work year and whether or not semester breaks will be included.

\*Regular employees whose positions have a non-fiscal work year are eligible for the applicable level of benefit coverage throughout the entire year. UMS policy requires that non-fiscal year salaried employees receive their salary in 12 installments. Salaried employees who are hired mid year will have their salary prorated over the remainder of the paycycle. At the beginning of the next full work year, their monthly salary will equal 1/12 of their base salary.

#### Earnings Distribution:

Contact Cliff Wilbur in the Office of Research and Sponsored Programs for help determining this status of your accounts for externally funding projects.