**FTCC logo**

**PART-TIME/TEMPORARY EMPLOYMENT**

| GL Budget Code:  Purpose              Unit |
| --- |

Memorandum

To: Carl Mitchell, Vice President for Human Resources & Institutional Effectiveness

Thru: Robin Deaver, Senior Vice President for Business and Finance

Thru:

Thru:

Thru:

From:

Date:

This is to inform you that through the process of: reviewing applicants  upward mobility  transfer  title change

|  | has been selected to fill the present vacancy of |
| --- | --- |
| (First, Middle, Last Name) |  |

|  | in |  |
| --- | --- | --- |
| **(Title Must Match Organizational Handbook)** |  | (Department) |

| supervised by |  | and is a replacement for |  | . |
| --- | --- | --- | --- | --- |
|  | (First, Middle, Last Name) |  | (First, Middle, Last Name) |  |

| The applicant is currently employed at FTCC as a(n): |  | . |
| --- | --- | --- |
|  | (Position Title) |  |

|  |  | Pay grade |  |  |
| --- | --- | --- | --- | --- |
| The effective date of this position will be |  | Hourly rate $ |  | . |
|  | (Month) (Day) (Year) |  | (Amount) |  |

No promise or commitment to employ shall be made to the applicant until final approval and notification by Human Resources. After approval, the applicant may be contacted, an employment date established, and a Part-Time Contract Request (FTCC Form C-6) may be submitted to the Part-Time Contracts Office for a contract to be generated.   
  
cc: Payroll Supervisor

Part-Time Contract Office

State, County, Grants Funds Manager

**For HR use only:**  Docusign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Castle Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved  Yes  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_