

CONNECTICUT STATE COMMUNITY COLLEGE OFFICE OF PRESIDENT JOHN MADUKO New Britain, CT 06051	TOPIC: Hiring Procedure
	SUB-TOPIC: New Position Requests & EA Renewals
	DATE May 5, 2023

ADVISORY: GUIDANCE LETTER NO. 4

TO: CT STATE COMMUNITY COLLEGE CHIEF EXECUTIVE OFFICERS/PRESIDENTS AND HIRING MANAGERS

FROM: Ann Harrison
Chief of Staff

SUBJECT: Consideration of New Position FT & PT Requests to Fill (RTF)

Purpose:

To provide campus CEOs and Hiring Managers with guidelines for hiring full-time, part-time and temporary time positions, including EAs, during budget deficit mitigation. This guidance applies to the creation of new employment contracts for existing Education Assistant (EA) roles, both full and part-time.

Action Requested: Those seeking to fill any full-time or part-time position will provide the following:

- RTF Form 1 completed and signed for all full-time and permanent hire requests.
- RTF Form 2 completed and signed for all temporary part-time hire requests.
- RTF Forms 1 and 2 should be sent to RTF Coordinator via email: CTState-RTF@commnet.edu
- This guidance does not pertain to student workers, part-time lecturers, or extension credit lecturers. Additional guidance will be forthcoming.
- This guidance replaces previous practice for RTF Form 2 which did not have to be reviewed by the RTF Committee.

Summary and Background:

This process is required to resume hiring to fill critical vacancies that have not been evaluated through the RTF process by the date of this memo due to budget limitations that now necessitates a modified process. The modified process includes an assessment of whether a position is essential to core student services based on urgency and critical need. It is designed to prioritize filling essential positions first in order to stay within CT State budget availability. At any point until an offer is made, the hiring process for any position can be delayed or cancelled. All hiring is contingent on available funds.

Previous practice was that RTF Form 2 once signed by the campus CEO to be sent directly from the CEO/President to HRSS to be posted. Due to the need for budget deficit mitigation, all Requests to Fill now require review and approval by the RTF Committee.

The RTF committee will meet weekly to consider full-time, permanent and temporary part-time positions. The Committee will notify the CEO/Presidents and HR hiring manager weekly. The RTF Committee consists of the CT State Vice Presidents, the Chief of Staff and the VP of Human Services for HRSS. Campus CEO/ Presidents will provide information on the urgency and critical nature of the position on the RTF Form. Campus CEO/President may also be asked to join the RTF Committee to discuss positions.

Essential positions are defined by the following:

- 1) Fall within one of these categories:
 - a. **Teaching and learning**
 - b. **Student Support Services**
 - c. **Diversity, Equity and Inclusion**
 - d. **Campus Public Safety**
 - e. **Physical Plan and Technological Infrastructure**
- 2) **Urgent:** Delaying or cancelling will adversely impact students, safety or program accreditation.
- 3) **Critical:** A position that delivers fundamental services of CT State Community College which fulfills student needs, or needed to avoid significant overtime (OT) costs.

References:

- a. **RTF Form 1**
- b. **RTF Form 2**

Inquiries: Please direct inquiries to the CT State CFO's office and/or RFT Coordinator at CTState-RTF@commnet.edu.

