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| **Instructions** |
| This form should be completed using the Guidelines for Staffing Requests to Budget Committee, and submitted to Budget Committee when making a staffing request. It is anticipated that appropriate use of this form together with the guidelines will significantly streamline the decision making process, thus reducing the necessity to refer requests back for additional information. When completing this form, Deans and Heads are asked to ensure that the privacy of individual staff members be respected. Therefore, it is considered inappropriate to name individuals where posts or structures are being re-examined and proposals are being put forward. |

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| **BUDGET COMMITTEE USE ONLY** | |
| **RECOMMENDATION BY BUDGET COMMITTEE:** |  |
| **BUDGET COMMITTEE REFERENCE NO:** |  |
| **ANY VARIATION FROM ORIGINAL REQUEST STIPULATED BY BUDGET COMMITTEE:** |  |

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| **TO BE COMPLETED BY REQUESTOR** | |
| **Name and title of Requester** |  |
| **School / Faculty / Unit** |  |
| **Position and Grade requested** |  |
| **Budget Code/Cost Centre** |  |

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| **1 The Staff Request – Summary** |
| * 1. **What is the staff request and why is it being made?** |
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| * 1. **Is the proposed contract permanent or temporary?** |
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| * 1. **If temporary, what is the duration of the contract proposed?** |
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| * 1. **Does the addition of this post affect headcount in the area?** |
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| * 1. **How much of a cut to staffing has taken place so far in the area since 2010?** |
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| * 1. **How is the post to be funded? Please clarify whether the post will be exchequer or non-exchequer funded?** |
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| * 1. **What is the additional cost involved and has this cost been agreed with the Finance Office? Please include both the PRSI and pension costs associated with the position?** |
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| 1. **Background Information** |
| * 1. **What is the current Faculty / Unit staff complement?**   ***Schools should provide this information in respect of all permanent and temporary staff in the category relevant to the request (academic, administrative, technical). For part-time staff, indicate their level of contribution***  ***Units should provide this information in respect of all permanent and temporary staff. For part-time staff indicate their level of contribution?*** |
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| * 1. **What necessary functions are not covered by the current numbers of related staff?** |
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| * 1. **Has appropriate space been identified and its allocation been agreed and approved? Who has approved the space and who will be dealing with the arrangements?** |
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| * 1. **Has the space been budgeted for?** |
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| * 1. **Will the funding for the space be exchequer or non-exchequer funding?** |
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| 1. **The Staff Request – Details** |
| * 1. **If an addition to the currently established permanent/long term temporary staffing complement is being requested:** |
| 1. **At what grade is the additional post being proposed and why?** |
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| 1. **Has the level of the post been benchmarked by Human Resources?** |
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| 1. **What additional new functions are proposed to be introduced?** |
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| 1. **Will the post generate additional income, either directly or indirectly? Please quantify?** |
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| 1. **What additional benefit will accrue to the University?** |
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| 1. **What is the cost to the University of not adding the post (loss of benefit/income)?** |
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| 1. **Are there any other implications that the Budget Committee should be aware of in relation to this staff request?** |
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| 1. **If this position is filled from within your own department will you require a backfill? Please explain** |
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| * 1. **If a replacement is being requested:** |
| 1. **Will the current post holder return to the position in the future and if yes after what duration?** |
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| 1. **Please state why the replacement post cannot be absorbed by the current staff complement?** |
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| 1. **What is the proposed grade of the new post and why?** |
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| 1. **What is the previous grade of the post?** |
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| 1. **Can the post be replaced at a lower grade? If not, why not?** |
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| 1. **Can the replacement be made in such a way that it can bring additional benefit/income to the University?** |
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| 1. **What is the additional cost involved? Please include both the PRSI and pension costs associated with the position?** |
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| 1. **Has this cost been agreed with the Finance Office?** |
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| 1. **How will the replacement post be funded? Please clarify whether the post will be exchequer or non-exchequer funded.** |
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