



Internal Use Only – Confidential

## Headcount Approval Policy and Procedure

### Replacement & New FTE Requests

**Purpose:** Provides managers with the headcount procedures and necessary forms for requesting replacement and new FTE.

#### **IMPORTANT!**

All managers are required to complete the employment requisition form, along with providing substantiated information and obtaining proper approvals. Job posting and talent acquisition will not begin until the job requisition is fully approved.

#### **Approval Process Matrix:**

<i>Requisition Type</i>	<i>Description</i>	<i>Manager's Manager</i>	<i>EVP</i>	<i>CEO and President</i>	<i>Recruiter/HRBP</i>
Replacement FTE	FTE replacement: internal transfer or employee attrition	X	X		Review/Post
New FTE	Non-budgeted additions to staff	X	X	X	Review/Post

\*All replacement positions and addition to staff requests require the necessary approvals outlined in the matrix above. The Addition to Staff Justification Form must accompany all requests for new FTE.

#### **Requisition Completion and Approval Process:**

- Managers will initiate the requisition process and complete all required forms.  
\***New FTE Justification form** is required only if new FTE is being requested.
- Managers are required to secure the necessary approvals prior to submitting any requisitions to the Sr. HRBP, Tracy Resetar or Sr. HR Generalist, Tricia Gasdik.
- If the requisition is fully approved, HR will post the role and the talent acquisition process will begin commencing with an **“intake call”** between the hiring manager and HR.
- If the position is a **“new role”** that did not exist, approval must occur before the compensation benchmarking occurs.