

- | | |
|---|---|
| <input type="checkbox"/> JMAC Resources | <input type="checkbox"/> JMAC Ready-Mix |
| <input type="checkbox"/> IHD Liquids | <input type="checkbox"/> IHD Solids |
| <input type="checkbox"/> JCO | <input type="checkbox"/> Pronghorn, LLC |
| <input type="checkbox"/> WDW | <input type="checkbox"/> _____ |

Division must be indicated above or form will be returned to individual completing it.

Request to Add New Position

Note: Supervisors may complete this form at any time and return it to Human Resources. Requests will be reviewed, and supervisors will be notified as to whether the request was confirmed or denied. Please do not indicate to anyone that this request has been approved until that is actually the case.

Submitted by:	Title:
Proposed New Position Title:	
Proposed Pay:	
Attach a preliminary Job Description to this form.	
Justification for establishing this additional position:	
Will this position be excluded from the moving violations criteria? If yes, please explain: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature:	Date:

FOR HR USE ONLY:

Reviewed and Forwarded by: _____

Human Resources/General Manager

Request Response This request is: Approved Denied

If denied, please state a brief reason:

 Jon McCreary, President

 Date of Approval

Notice of approval or denial sent to supervisor on: _____ (date)