

**Minnesota State Colleges and Universities
Unit 204/206 Non-menu Position Qualification Request Form**

The following non-menu position qualification(s) is/are requested to be placed on the menu of position qualifications.

Requesting Placement on: " Statewide Menu
" MnSCU Menu

Classification of Vacancy: _____

Requested by: _____
Name/Title *Date*

Signature: _____

College or University: _____

Work Location: _____

The above position qualification(s) is/are approved for placement on the MnSCU Menu of Position Qualifications:

For the Union:

For the MnSCU System Office:

Chas Martin, AFSCME

Date

MnSCU Staffing Representative

Date

Instructions: Complete this form whenever requesting use of a non-menu position qualification for a unit 204 or unit 206 position. Attach a copy of the job posting and fax to your assigned MnSCU Staffing Representative and to Chas Martin, AFSCME Council 6, Fax 651-450-1908. A copy should also be provided to your local AFSCME representative.

The assigned MnSCU Staffing Representative will notify you of the outcome of this request and will send a copy of this form to all MnSCU HR Offices. Refer to Procedure #STG0007 for additional information.

4/16/99