

## ADDITION TO STAFF JUSTIFICATION FORM

**New FTE Request:** This form is required to be sent with the new requisition request when submitting to your EVP and Tim Abell, CEO and President.

1. Does the cost center/department have a measurable KPI?

YES                  NO

a. If yes, what has been the measurable KPI over the last six (6) months?

2. Will the addition of this FTE increase revenue or reduce costs?

YES                  NO

a. If yes, please estimate the revenue increase or gained efficiencies?

b. If yes, please comment on projected revenue growth or decrease in costs.

3. Will this increase in FTE improve customer experience?

YES                  NO

a. If yes, explain.

4. Will this increase in FTE improve employee engagement and satisfaction?

YES                  NO

a. If yes, comment on number of vacancies currently, overall turnover, and related employee relations issues.

5. Is this related to a new program, service, third-party relationship or restructuring in the department?

YES                  NO

a. If yes, explain.

6. Is this a management position?

YES                  NO

a. If yes, how many direct reports will the manager have in this role?

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7. Other comments/justifications: