

## Staff Human Resources Contracting Out Request (COR) Form Workflow

1. **Department Requestor:** Completes and submits section one of the COR form and attaches backup documentation such as a quote, scope of work, or contract. The Form is routed to SHR Compensation.

2. **Staff HR Compensation:** Reviews the scope of work and determines if supplier services contain work normally performed by SX, EX or K7 employees.

- If SX or EX, determines wage and benefits parity rate.

3. **Physical Planning Development & Operations (PPDO):** If K7, determines if work is construction/repair or maintenance.

- If Construction/Repair, Requestor receives an email with instructions on how to proceed. COR form is closed.
- If Maintenance, PPDO determines if work can be done in-house or must be contracted out.
  - If Maintenance/In-house, Requestor receives an email with instructions on how to proceed. COR form is closed.
  - If Maintenance/Contract Out, Requestor is asked to complete section 2 of the COR form. Form is routed to Labor Relations once section 2 is complete.

4. **Procurement:** If SX or EX, adds calendar-year supplier spend to the COR form.

5. **Labor Relations (LR):** Reviews the form and either approves or denies the request. The need for union notice is also determined at this time.

- If denied, Requester receives an email notification. COR form is closed. A requisition is not to be submitted.
- If Approved/Notice Not Required, Requester receives an email with instruction to submit a requisition and attach completed COR form to requisition. COR form is closed.
- If Approved/Notice Required, Requester receives an email stating that a requisition cannot be submitted until the union notice process is complete. COR form is routed to Employee & Labor Relations Specialist.

6. **Employee & Labor Relations (ELR) Specialist:** Facilitates the union notice process. Prepares and distributes the notice, tracks union response, and updates the COR form when appropriate.

- If Union Concurrence, Requestor receives an email with instructions to submit a requisition and attach completed COR form to requisition. COR form is closed.
- If Union Denial, Requester receives an email notification. COR form is closed. A requisition is not to be submitted.
- If Union Did Not Respond, Requestor receives an email with instructions to submit a requisition and attach completed COR form to requisition. COR form is closed.

**7. Department Requestor:**

- If request is denied, consult with Staff HR regarding options.
- If request is approved, submit requisition when instructed to do so. Attach a copy of the approved COR form to the requisition.