

PERSONNEL PROCESS FORM



PART A: ESTABLISHMENT OF OPENING

Request Initiated by: _____

Position Title: _____

Position Status: New Replacement Temporary Other: _____

Department: _____

Assignment Location: _____

Backup Attached

Type of position: Certified Civil Service

Employee Group: Administrative Non-Unit, Mid-Management Non-Unit, Support Teaching ESP Support

FTE (check all that apply)

Full-time Part-time _____ FTE

12-Month School Calendar

10-Month Other _____

Hourly Casual Employee

Consultant

Position is to be: Posted Posted & Advertised

Board Meeting Date: _____

Anticipated Start Date: _____

End Date (if applicable): _____

NOTE: If a NEW position, attach a detailed justification for position. Justification must include data supporting need (Example: Increased enrollment or CSE requirements). Include financial documentation and budget codes.

Backup Attached Effective Date: _____

Employee Name: _____

Change of Current Position:

Civil Service Status

Provisional to Probationary

Probationary to Permanent

Certified - Probationary to Tenured Position

Assignment/Location/Transfer

From _____ To _____

FTE Increase/Decrease

From _____ To _____

Leave of Absence

Retirement

Resignation

Other: _____

Funding: Backup Attached

- Include Budget Status Reports and/or other sources of revenue.

- All changes which affect salary and budget must be entered here.

Salary calculation should be done in consultation with Human Resources.

Budget Codes (s)	FTE	Salary

Program Administrator Date: _____

Deputy Superintendent Date: _____

PART B: POSITION RECOMMENDATION

Recommendation for Hire: (Complete hiring packets must be submitted) Backup Attached

Name: _____ Effective Date: _____

Program Administrator Date: _____

Deputy Superintendent Date: _____