

SECTION I

Suggested Title: _____
(If classified civil service position, attach New Position Duties Statement – cs form P200)

Division: _____ Location: _____

Work year (mos.): _____ Service: _____ Effective Date: _____
(If temporary, indicate inclusive dates)

Calendar: Teacher Office

Budgeted Position: Yes No Budget Code(s): _____

No Funding Source(s): _____

Explanation of need for this position: _____

Alternatives considered: _____

▲ Requisitioner

▲ Date

I have reviewed and endorse the above requisition.

▲ Program Administrator

▲ Date

▲ Assistant Superintendent

▲ Date

Personnel Department Use Only

FLSA Status:

Non Exempt

Exempt

Jurisdictional Class:

Classified

Unclassified Tenure Area: _____

Position Title: _____

Exempt Labor NonComp Comp

Employee Unit Designation: _____

Salary Grade/Range: _____

▲ HR Director/School Attorney

▲ Date

I do/do not recommend that the above position be authorized by the Board of Education:

▲ Superintendent

▲ Date

Board Action: Approved Denied _____
▲ Date

Comments: _____

▲ Position #