

Position Requisition

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 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 / RIC Director

 ▲ Date

 ▲ Deputy Superintendent

 ▲ 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 #

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