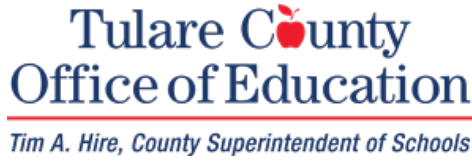


ED JOIN POSTING #:  
 \_\_\_\_\_  
 TO BE FILLED IN BY HR



CLASSIFIED   
 CERTIFICATED   
 MANAGEMENT

## REQUEST FOR PERSONNEL ACTION (RFP)

<b>POSITION DETAILS</b>										
TO BE COMPLETED BY HIRING MANAGER:										
POSITION TITLE: _____					WORK LOCATION: _____					
REQUEST TYPE: _____					REPLACING: _____					
RANGE: _____		DAILY HOURS: _____		ANNUAL DAYS: _____			CELL PHONE STIPEND: _____			
WORK SCHEDULE: _____					LUNCH (MINUTES): _____			CALENDAR #: _____		
HIRING MANAGER: _____					PREPARED BY: _____					
CONTACT NUMBER: _____					DATE: _____					
COMMENTS: _____										
<b>BUDGET:</b>	FUND	RESOURCE	PY	GOAL	FUNCTION	OBJECT	SCHOOL	COMPNT	REPORT	PERCENT
(Additional budget lines may be filled in on "Additional Budget Line" document and attached to RFP)										

<b>APPROVED BY:</b>	
ASST. SUPERINTENDENT: _____	DATE: _____
INTERNAL BUSINESS: _____	DATE: _____
SUPERINTENDENT: _____	DATE: _____
ASST. SUPERINTENDENT, HR: _____	DATE: _____

<b>POSITION CONTROL USE ONLY:</b>			
POSITION NUMBER: _____	JOB CODE: _____	FTE: _____	DATE VACATED: _____
COMMENTS: _____			
PROCESSED BY: _____			DATE: _____

<b>HUMAN RESOURCES USE ONLY:</b>		
EMPLOYEE NAME: _____	LAST 4 SSN: _____	START DATE: _____
RANGE / STEP: _____	HOURLY RATE: _____	TRANSFER FROM: _____
CURRENT EMP? (Y/N): _____	COMMENTS: _____	
PROCESSED BY: _____		DATE: _____