



POSITION REQUISITION FORM

Please complete and return to the Superintendent as soon as you are aware of any vacancy in your school / department and **prior** to the recruiting process.

This form is to be used for additions to, or replacements or long-term substitutes for permanent staff. Do not use this form for short term hires or additional duties for pre-existing staff.

Position Title: _____ **Replacing:** _____

Location: FCSU BFA NWTC St. Albans Town St. Albans City Fairfield Collins Perley

Status:	Employee Category:	Schedule:	Shift:	Hours per week: _____
<input type="checkbox"/> Full Time	<input type="checkbox"/> Administrator	<input type="checkbox"/> School Yr _____ days	<input type="checkbox"/> First	
<input type="checkbox"/> Part Time	<input type="checkbox"/> Educator	<input type="checkbox"/> Full Yr _____ days	<input type="checkbox"/> Second	
<input type="checkbox"/> Long-Term Substitute	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Other: _____ days	<input type="checkbox"/> Third	Days per week: _____
	<input type="checkbox"/> Co-Curricular/Coach			

Funding: *In addition to salary, total budgeted compensation must include FICA, Worker's Compensation, and, as appropriate benefits.*

The position is: Budgeted Not Budgeted Salary Range: _____

Budget Account for Salary and Benefits: _____

Recruiting Job Owner: _____ Job Contact: _____

Open until filled (or) App. Deadline _____ Degree Preferred _____ Years Experience _____

Is the Job Description current? Yes No, attach a draft

Post this job via: School Spring, Job # _____ Newspaper Internal _____

Job posting date(s): _____ by: _____

Approvals

Requesting Supervisor: _____ Date: _____

Principal/Director: _____ Date: _____

Business Manager Signature: _____ Date: _____

SU Admin Signature: Supt _____ Date: _____

Spec. Ed. Dir.

Curr. Dir.

HR Dir.

New positions, unfunded positions or adds to staff, Board approval may be required.

Board Approved: _____

New Hire Information: *Complete if known at the time of approval. Otherwise, the form will be completed by Central Office staff after hiring*

Name of Person Hired: *(please print)* _____ Date of Hire: _____

Compensation: _____ Per Hour Per Year Other: _____

To Human Resources: _____ To Payroll _____ To Benefits _____ To Principal _____

Approval Chart for Hiring

Position Type	Process
All Unfunded Adds to Staff All New/Unapproved Positions	Justification for additional staff must be presented to the Personnel Committee/Board. Once approved, the requisition process outlined below is followed.
Funded and/or Board approved Adds to Staff /New Position Filling an existing, budgeted, vacant position <i>(non-Special Ed. positions)</i>	A requisition form is completed by supervisor and sent to the: <ol style="list-style-type: none"> 1. Principal/Director to verify available funds and for initial signoff, then to the; 2. Central Office: Business Manager encumbers funds, and Superintendent reviews for approval. Once approved, the recruitment process can begin. 3. Copies provided to: HR, Business Office, Principal/Director/Supervisor.
All Special Education Positions <i>(teachers and staff)</i>	A requisition form is completed by supervisor and sent to the: <ol style="list-style-type: none"> 1. Principal/Director to verify available funds and for initial signoff, then to the 2. Central Office: Director of Special Education reviews, then Business Manager encumbers funds, then to the Superintendent for approval. Once approved, the recruitment process may begin. 3. Copies provided to: HR, Business Office, Principal/Director/Supervisor.
Long Term Substitutes <i>(Greater or equal to 5 consecutive days)</i> All Departments, Teachers, and Para-Professionals.	A requisition form is completed by supervisor and sent to the: <ol style="list-style-type: none"> 1. Principal/Director to verify available funds and for initial signoff, then to the 2. Central Office: For employee set up and payroll. <p><i>Note:</i> The substitute must be directed to:</p> <ul style="list-style-type: none"> • Complete all hiring requirements at the Central Office. • Check in/out daily at the School's Main Office. • A School designee is responsible for reviewing the timesheet, signing off and forwarding to the Business Office at the end of the week to ensure timely pay. Employee is paid according to the pay cycle.
General Substitutes <i>(Less than 10 consecutive days)</i> All Departments, Teachers, and Para-Professionals.	No requisition is required, however: The substitute must : <ul style="list-style-type: none"> • Complete all hiring requirements at the Central Office. Failure to do so may result in payroll delays. • Check in/out daily at the School's Main Office. • A designee at the School's Main Office is responsible for reviewing the timesheet, signing off and forwarding to the Business Office to ensure timely pay. Employee is paid according to the pay cycle.
Temporary, short term or addition duty assignments All Departments, Professional and non-professional staff. Pre-existing staff and temporary hires.	<p><u>Do not</u> complete a requisition form – Complete the Short term work / Additional Duty form.</p> <ul style="list-style-type: none"> • Complete all hiring requirements at the Central Office. • Direct hire to complete a timesheet or track their time as necessary to substantiate payment <ul style="list-style-type: none"> ➤ A Hiring Supervisor is responsible for reviewing and signing off on the timesheet or request for payment, approving and attaching evidence of work completed and then forwarding to the Business Office to ensure timely pay. Employee is paid according to the pay cycle.