



**Personnel Addition/Change Form &  
Position Posting Request**

**Fiscal Year:** \_\_\_\_\_

**This is a Posting**  **This is a Hire**

**Effective Start Date:** \_\_\_\_\_

**Certified Staff**

Name or Posting: \_\_\_\_\_

Assignment/Grade level: \_\_\_\_\_

Person replacing or open position that is being filled: \_\_\_\_\_

Or check here if this is a new position request:

Is this a budgeted position? Yes  No

Location: \_\_\_\_\_

Continuing contract:  or one year only

Or temporary  with a duration of \_\_\_\_ to \_\_\_\_

Account code(s) \_\_\_\_\_

Full Time	OR hours/day	OR hours/week

<b>CHANGES</b>	From	To
Assignment or grade level		
FTE		
Transfer (location)		
Account Codes	From To	

**Classified/REACA Staff**

Name or Posting: \_\_\_\_\_

Assignment: \_\_\_\_\_

Person replacing or open position that is being filled: \_\_\_\_\_

Or check here if this is a new position request:

Is this a budgeted position? Yes  No

Location: \_\_\_\_\_

Continuing assignment:  or one year only

Or temporary  with a duration of \_\_\_\_ to \_\_\_\_

Account code(s) \_\_\_\_\_

Hrs/Day	Days/week	Hours/week	Days of week
			<b>M T W T H F</b>
			<b>M T W T H F</b>

<b>CHANGES</b>	From	To
Days/Year		
Hrs/Day		
Transfer (location)		
Account Codes	From To	

Comments:

\_\_\_\_\_  
Principal and Program Manager Signature(s)                      Date(s)

\_\_\_\_\_  
Director of Business & Operations Approval                      Date

\_\_\_\_\_  
Director of Human Resources Approval                      Date

\_\_\_\_\_  
Superintendent's Approval                      Date