

Director of Human Resources Approval

Personnel Addition/Change Form &

Position Posting Request

Fiscal Year 2017-2018

Assignment/Grade level:	Classified/REACA Staff or Posting:
Assignment/Grade level:	
Assignment/Grade level:	ment:
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 CHANGES From To Assignment or grade level FTE Transfer Account Codes From To Account Codes From To Account Codes From To Account Codes From To CHANGES Transfer Clocation CHANGES Transfer Clocation CHANGES Transfer Clocation CHANGES Transfer Clocation COntinuing	n replacing or open on that is being filled:
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Date

Superintendent's Approval

Date