

WPSD and SSDHHC STAFFING REQUEST

STEP 1: GENERAL POSITION OPENING INFORMATION

Position Title: _____ Position Reports to: _____

Department: _____ Date Needed: _____

New Position Replacement Temp

Comments _____

Full Time Part Time Exempt Non Exempt

Salary Scale Chart _____ Salary amt. provided in budget _____

PA Certificates _____ Other Certifications _____

SCPI Minimum at hire _____ SCPI Required _____

STEP 2: DESCRIBE THE WORK TO BE PERFORMED (Attach Updated Job Description)

STEP 3: IF REQUEST IS FOR ADDITIONAL STAFF, PLEASE EXPLAIN NEED

STEP 4: DESCRIBE INITIATIVES TO AVOID ADDING HEADCOUNT (Attach initiatives)

Can other jobs in the group be redesigned? _____

Can work be outsourced? _____

Describe the impact on the School of not adding the proposed position

STEP 4: APPROVALS REQUIRED:

Requester _____ Date _____ Business Office _____ Date _____

Human Resources _____ Date _____ Superintendent _____ Date _____

STEP 5: HIRING AUTHORIZATION

Name _____ Starting date _____

Salary Scale _____ Salary Step _____ Starting rate _____

Superintendent _____ Date _____