INDEPENDENT SCHOOL DISTRICT 16

STAFFING FORM

1 – POSITION DESCRIPTION (Complete this section to staff all positions)

Position Title			Job Site
	☐ Certified ☐ Classified ☐ Schedule C ☐ Casual Wage	☐ Full-time ☐ Part-time _____	

2a – POSITION ALLOCATION (Complete section 2a if modifying / adding a position, attach rationale and description –> forward to HR)

☐ Additional Position (New Allocation and funding source)
☐ Modified Position (Reallocation and funding source)

Position(s) Modified

Building	Name	FTE's (+,-)

Summary Rationale
☐ Additional Enrollment
☐ IEP Mandated
☐ Programming Needs
☐ Other: _____

Cabinet Member **Date**
The position meets the needs of students and I approve the request.

2b – POSITION BUDGET CODE (Completed through Business Services)

Comments:

Budget Code		Percentage	
Budget Code		Percentage	
Budget Code		Percentage	

Director of Business Services **Date**
This position is within budget allocations and I approve the request.

3a - POSITION VACANCY

☐ Replacement for: _____
☐ Resigned / Retired ☐ Non-renewal of contract
☐ Is on Leave ☐ Reassigned to another position
☐ Re-employment in same position

Employment Begins:	Employment Ends:

The position met all necessary budget and staffing needs and was posted:
☐ On the district web site;
☐ On the MASA web site;
☐ On EdPost;
☐ In classified sections of the local or metro newspapers
☐ In accordance with local union agreements

Human Resources Signature **Date**
The position has been filled in alignment with current allocations and contract obligations.

3b – CANDIDATE RECOMMENDATION

Person Recommended for Position **Employee #**

Originating Administrator **Date**
The recommended person best fits the current needs of the posted position.

NAMES OF CANDIDATES INTERVIEWED

4 – POSITION SALARY (Section completed through HR upon acceptance of salary)

Eligible Unit:	Step:	Lane:	FTE:	Yearly Salary:

Base Hourly		Ratio		Base + Ratio		Hours / Days		# of Days*		Salary		Dates Worked		
	+		=		X		X		=		From		To	
	+		=		X		X		=		From		To	

# base days		# of paid holidays		# of vacation days		Total # of days	

5 – HUMAN RESOURCES (Office use only)

PCR Number		Seq. Number		**HR Comments:**
Misc. A Code		Job ID#		
Benefits		HR Initials		

Cc: Payroll / Business Manager, Human Resources – Original, Originating Administrator, Employee (Notice of Assignment / Contract)