

# 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 **all** replacements, add to staff, and long-term temporary/substitute employees. Job description changes must be forward with this form. The areas highlighted will be completed at the Central Office. Retain a copy of this form for your records.

<b>Position Title:</b> _____		<b>Position Number:</b> _____	
<b>Location:</b> <input type="checkbox"/> FCSU <input type="checkbox"/> BFA <input type="checkbox"/> NWTC <input type="checkbox"/> St. Albans Town <input type="checkbox"/> St. Albans City <input type="checkbox"/> Fairfield <input type="checkbox"/> Collins Perley			
<b>Status:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call/Temporary or Substitute*	<b>Employee Category:</b> <input type="checkbox"/> Administrator <input type="checkbox"/> Educator <input type="checkbox"/> Support Staff <input type="checkbox"/> Co-Curricular/Coach	<b>Schedule:</b> <input type="checkbox"/> School Yr _____ days <input type="checkbox"/> Full Yr _____ days <input type="checkbox"/> Other: _____ days	<b>Shift:</b> <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <b>Hours</b> per week: _____  <b>Days</b> per week: _____
<b>Funding Information:</b> In addition to salary, total budgeted compensation must include FICA, Worker's Compensation, and, as appropriate benefits.  <b>The position is:</b> <input type="checkbox"/> Funded <input type="checkbox"/> Not Funded <b>Position Salary Range:</b> _____  <b>G.L. Account Number for Salary and Benefits:</b> _____ <b>G.L. Account Number For Recruiting:</b> _____			
<b>Recruiting Information:</b> Please advise us how you would like to advertise for this position. Positions will be posted, per policy  <b>Is the Job Description current?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, (please attach a draft) <b>Job Posting Date:</b> _____ <b>By:</b> _____  <b>Recruiting Source Desired:</b> <input type="checkbox"/> School Spring <input type="checkbox"/> Newspaper <input type="checkbox"/> Files <input type="checkbox"/> Other: _____  <b>Source/Date(s) of Advertising:</b> _____			
<b>Requesting Supervisor:</b> _____ <b>Date:</b> _____ <b>Principal/Director:</b> _____ <b>Date:</b> _____ <b>Business Manager Signature:</b> _____ <b>Date:</b> _____ <b>Superintendent Signature:</b> _____ <b>Date:</b> _____ <i>For Special Ed. Positions only:</i> <b>Special Education Director:</b> _____ <b>Date:</b> _____  <b>For new positions, unfunded positions or adds to staff, Board approval must be obtained. Date approved:</b> _____			
<b>New Hire Information:</b> Complete if known at the time of approval. Otherwise, the form will be completed by Central Office staff after hiring  <b>Name of Person Hired: (please print)</b> _____ <b>Date of Hire:</b> _____  <b>Compensation:</b> _____ <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____ <b>Orientation Date:</b> _____			

**To Human Resources:** \_\_\_\_\_    **To Payroll:** \_\_\_\_\_    **To Benefits:** \_\_\_\_\_    **To Principal:** \_\_\_\_\_    *Position Requisition Form 7.18.06*

\*Not eligible for benefits

## Approval Chart for Hiring

Position Type	Process
<ul style="list-style-type: none"> <li>• <b>All Unfunded Adds to Staff</b></li> <li>• <b>All New/Unapproved Positions</b></li> </ul>	Justification for additional staff must be presented to the Personnel Committee. Once approved, the requisition process outlined below is followed.
<ul style="list-style-type: none"> <li>• <b>Funded and/or Board approved Adds to Staff /New Position</b></li> <li>• <b>Filling an existing, budgeted, vacant position</b></li> </ul> <p><i>(non-Special Ed. positions)</i></p>	<p>A requisition form is completed by supervisor and sent to the:</p> <ol style="list-style-type: none"> <li>1. Principal/Director to verify available funds and for initial signoff, then to the</li> <li>2. Central Office: Business Manager encumbers funds, and Superintendent reviews for approval. Once approved, the recruitment process can begin.</li> <li>3. Copies provided to: HR, Business Office, Principal/Director/Supervisor.</li> </ol>
<ul style="list-style-type: none"> <li>• <b>All Special Education Positions</b></li> </ul> <p><i>(teachers and staff)</i></p>	<p>A requisition form is completed by supervisor and sent to the:</p> <ol style="list-style-type: none"> <li>1. Principal/Director to verify available funds and for initial signoff, then to the</li> <li>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.</li> <li>3. Copies provided to: HR, Business Office, Principal/Director/Supervisor.</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Substitutes (Greater or equal to 5 consecutive days):</b></li> </ul> <p><b>All Departments, Teachers, and Para-Professionals.</b></p>	<p>A requisition form is completed by supervisor and sent to the:</p> <ol style="list-style-type: none"> <li>1. Principal/Director to verify available funds and for initial signoff, then to the</li> <li>2. Central Office: For employee set up and payroll.</li> </ol> <p><i>Note:</i> The substitute should be directed to</p> <ul style="list-style-type: none"> <li>• Complete all hiring requirements at the Central Office.</li> <li>• Check in/out daily at the School's Main Office.</li> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Payroll Substitutes (Less than 5 consecutive days):</b></li> </ul> <p><b>All Departments, Teachers, and Para-Professionals.</b></p>	<p>No requisition is required, however: The substitute should be directed to</p> <ul style="list-style-type: none"> <li>• Complete all hiring requirements at the Central Office. Failure to do so may result in payroll delays.</li> <li>• Check in/out daily at the School's Main Office.</li> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Non-Payroll Temporaries/ (Agency Temporaries)</b></li> <li>• <b>Independent Contractors</b></li> </ul>	<p>A memo requesting services and the rational is sent to:</p> <ol style="list-style-type: none"> <li>1. The Principal/Director for initial signoff.</li> <li>2. To the Director of Special Education, when appropriate.</li> <li>3. To the Superintendent for final approval.</li> <li>4. Then to the Business Manager to encumber funds.</li> </ol> <p>Prior to hiring and independent contractor, proof of insurance must be presented to the Business office and a W-9 completed.</p>

*Requisition Approval Chart 7.18.06*