RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES

PERSONNEL REQUEST FORM

Campus/Department_____ **Date**_____

Professional ( ) **Paraprofessional ( )** **Auxiliary ( )**

Additional position: Yes ( ) No ( ) ***(If additional, attach rationale)***

Replacement for_____ **Employee #**_____

Position/Title_____ **Full-time ( ) Part-time ( )**

Pay Grade_____ **Funding Source** _____

Number of Working Days_____ **Starting Date**_____

REASON FOR REPLACEMENT:

( ) Resignation **( ) Transfer to**_____

( ) Termination **( ) Leave of Absence**_____

( ) Retirement **( ) Other**_____

( ) Deceased

Contact person for vacancy: _____

Contact person's phone number: _____

POSTING DAYS: 10 DAYS OR 5 DAYS ***(Please attach a job description)***

NEWSPAPER ADVERTISEMENT: YES ( ) NO ( ) Specify_____

Signed_____ **Date**_____ **Signed**_____ **Date**_____
Superintendent **Asst. Supt. for Curriculum**

Signed_____ **Date**_____ **Signed**_____ **Date**_____
Principal/Director **Program Director**

Signed_____ **Date**_____ **Signed**_____ **Date**_____
Director of Elem./Secondary Education **Asst. Supt. for Finance**

(Office of Human Resources Use Only)

APPROVED FOR POSTING_____ **Date**_____
Office of Human Resources

PROCEDURES FOR REQUESTING OF PERSONNEL

When requesting additional and/or replacement of personnel a PERSONNEL REQUEST FORM must be completed. The following steps should be followed:

Before the process of acquiring personnel is initiated, individual making request must meet with Superintendent for approval to continue with the request.

STEP 1 **Request for additional or replacement of personnel will come from the principal, director, or supervisor through the Personnel Request Form.**

STEP 2 **The signature of the Superintendent must be obtained first.**

STEP 3 **Request form must be signed by all individuals involved such as the Director of Elementary Education/Director of Secondary Education or Program Director when applicable. The Asst. Supt. for Finance must sign all requests to indicate budget approval.**

STEP 4 **Asst. Supt. for Human Resources will begin the process needed to acquire the services of the individual or individuals requested.**

<u>NOTE:</u>
If request is for an additional position, rationale for this position must be attached to the Personnel Request Form.