San Marino Unified School District

Position Control / Employee Requisition

Purpose of Form: Managers in need of a replacement personnel or desirous of creating a new position would initiate the need through use of this form.

Section I [to be filled out by requisitioner and sent to the Human Resources Department]

Position Request

Title of Position	Work Location	Date Needed
☐ **Post in EDJoin**		
☐ **Post IN HOUSE ONLY**	Program Manager	Date of Request

Requested to be:
- ☐ 09.5 months
- ☐ 10.0 months
- ☐ 10.5 months
- ☐ 11.0 months
- ☐ 12.0 months
- ☐ Certificated [teacher]
- ☐ Classified
- ☐ Other [please describe below]

Requested to be:
- ☐ Full time assignment [FTE _____ / Hours _____]
- ☐ Part time [daily] / specific hours / days / or percentage: _____
- ☐ Irregular [not daily] / specific hours / days / or percentage: _____
- ☐ Limited Term / specify time From: _____ To: _____

This requested position will be:
- ☐ New Position
- ☐ Replacement Position
  Replacement for: _____

Section II [to be filled out by the requisitioner and approved by the Budget Analyst and sent to Human Resources]

Funding Source(s) Description	Percentage
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Signature of Accounting Director	Date of Approval
Signature of Assistant Superintendent, Human Resources	Date of Approval

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Section III

☐ Approved ☐ Denied ☐ Hold

No position may be advertised or processed through Human Resources until approved by the Superintendent

Signature of Superintendent	Date of Approval