

**JEFFERSON COUNTY PUBLIC SCHOOLS
PERSONNEL REQUEST FORM**

CENTRAL OFFICE BASED POSITIONS

SECTION A (REQUIRED FOR ALL VACANCIES)

Submission Date Division

Cost Center Cost Center Head

New Position Existing Position Certified Classified Full-Time Part-Time Temporary

Position Job Title Desired Start Date

Required Certificates/Licenses

Funding: General Federal Other (Specify)

Account Code/Position # Work Days per Year Hours per Day

Location of Position Hiring Manager/Supervisor:

Rationale for Filling Position (include why no current staff member or group can absorb this role)

Additional Information (e.g. 2nd shift, driving duties, bilingual proficiency)

SECTION B (EXISTING POSITIONS ONLY)

Name of Employee to Be Replaced

Date of Vacancy Race Gender

Reason for Vacancy: Resignation Transfer Retirement Other (Specify)

REQUIRED ATTACHMENTS

Approved Organizational Chart Job Description (For Existing Positions) Resignation Letter, Doctor's Note, etc.

SIGNATURES

Cost Center Head Date

Cabinet Member Date

Chief Financial Officer Date

Superintendent Date

Superintendent Action: Approved Denied Hold

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TO BE COMPLETED BY HUMAN RESOURCES

Funding Source Verified Position Verified Personnel Change Communicated to Grant Director (if applicable)

Position Control # Job ID # KEPS# Post Position Advertisement

Use Waiver Language: No Yes (Reason)

Use Posting Language: No Yes *Per Article 16 Section A, 2 of the JCBE and JCTA Agreement, current JCPS classroom teachers must use the Teacher Transfer process and will not be considered for this vacancy.*

HR Signature Date

Personnel Administrator Date Staffed

Replacement's Name Employee #

Job Family, Salary Grade