

REQUEST FOR MORE HOURS

An employee desiring an increase in hours shall notify the Classified Personnel Department in writing at the beginning of each year (July 1st). A seniority-bid list shall be maintained for the purpose of this rule. (Rules & Regulation for Classified Employees 5.20.1.B).

JOB CLASSIFICATION _____

NAME _____ **HOME PHONE** () - _____

E-MAIL _____ **CELL PHONE** () - _____

CURRENT REGULAR ASSIGNMENT (Do NOT include temporary additional assignment hours):

Location	Current Start	End Time	Hours Per Week	Months Per Year
_____	_____	_____	_____ / _____	_____ / _____

DESIRED REGULAR ASSIGNMENT:

HOURS PER DAY: _____ / _____
 MINIMUM # Hours per day MAXIMUM # Hours per day

DUTY HOURS: EARLIEST START TIME _____ / **LATEST ENDING TIME** _____

MONTHS PER YEAR: 10 Months 11 Months 12 Months

DESIRED LOCATION / BUS RUN HOURS:

- BUS** (ride on bus) A.M. Hrs _____ to _____ P.M. Hrs _____ to _____
- ANY ELEMENTARY** **EXCEPT:** _____
- ANY MIDDLE SCHOOL** **EXCEPT:** _____
- ANY HIGH SCHOOL** **EXCEPT:** _____
- POST-SECONDARY** **EXCEPT:** _____
- ANY DEPARTMENT** **EXCEPT:** _____
- ONLY AT THE SITES/LEVELS/DEPARTMENTS:** _____

EMPLOYEE SIGNATURE

DATE

Office Use Only

<i>Decline Interview or Offer of Position</i>			<i>Seniority Hours – Date</i>	
<u>Date</u>	<u>Site</u>	<u>Hours</u>	_____	_____
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____