



Office of Human Resources  
 248.203.3034 Fax: 248.203.3037  
 31301 Evergreen Road, Beverly Hills, MI 48025

## New Position/Additional FTE Posting Request Form

This form must be completed prior to a position being posted or the FTE for a position being increased for all new teacher, paraprofessional, secretarial, operational assistant, administrative, maintenance and administrative positions. The only positions exempt from the use of this form are positions that contain student contact hours for the purpose of instruction, seasonal (i.e. coaches) or part-time positions in the Community Education department.

<b>POSITION TITLE:</b>	HQ <input type="checkbox"/>	<b>FTE:</b>	NEW: <input type="checkbox"/> ADDITIONAL: <input type="checkbox"/>
<b>BUILDING:</b>		<b>FUNDING SOURCE:</b>	Permanent: <input type="checkbox"/> Temporary: <input type="checkbox"/>
<b>BUDGET ACCOUNT TO BE CHARGED:</b>		<b>DATE TO BE POSTED:</b>	Internal: <input type="checkbox"/> External: <input type="checkbox"/>
<b>POSITION START DATE:</b>		<b>POSITION END DATE:</b>	
<b>RATIONALE FOR POSITION:</b>			

**APPROVAL SIGNATURES**

\_\_\_\_\_  
 Supervisor Date

\_\_\_\_\_  
 Central Budget Committee Signature Date

\_\_\_\_\_  
 Superintendent Date

**RETURN FORM TO HUMAN RESOURCES**