

Request for Posting

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| To: | Human Resources Department |
| From: | |
| Date: | |

Please post the following position:

For Positions/Vacancies that are not Posted see below

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| Position: | Location: |
| Starting/Ending Time: | Days Per Week: Total Hours Per Week: |
| Affiliation: | BEA B BASAA BESPA Non-Affiliated |
| Reason for Posting: | |
| Retirement/Resignation of: (please attach copy of retirement/resignation letter) | |
| Transfer of: | |
| Sixty Days Leave per BESPA Contract: | |
| I.E.P.C. Mandated / Special Ed Compliance | |
| Other | |
| New Position/Job Description: (Rationale for new position below) | |
| For Jobs Not Posted: | |
| Please indicate rationale for jobs that are not posted below: | |
| | |
| _____ (Signature of Person Requesting Posting) | _____ Date: |

Central Office Authorization

| | |
|-----------------------|----------------|
| _____ HR Signature | _____ Date: |
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***Reminder:**

Support personnel positions in Division 1 (i.e. Classroom Assistants, Campus Security) that are **twenty (20) or more hours per week must be posted as bargaining unit assignments.**