

Adelanto Elementary School District

PERSONNEL REQUISITION FORM (PRF)



SITE REQUEST

Classification: _____
 Type: New Position Replacement (see details) Substitute/Temporary Overtime Stipend Extra Hours
 Extra Duty (attach extra duty form) Abolish Position Other (see details):

POSITION INFORMATION

Work Days: 180 Days 182 Days 190 Days 10 Months 10.5 Months 12 Months
 Certificated _____ Days
 FTE: FT PT _____ Hours/Day Work Hours: _____
 Work Location: _____ Supervisor: _____

Details:

(Must be Completed)

FUNDING SOURCE

_____ Not to Exceed \$ _____ Days _____ Hours _____
 Account Change – From Account
Account No.: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
 Account No.: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
 To Account
 Account No.: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
 Account No.: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %

SCHOOL SITE COUNCIL APPROVED: _____. Expenditure request from State/Federal funds is authorized by the School Plan, Page(s) _____
 Paragraph number(s) _____. I certify that the expenditures in this request will provide services to students in accordance with guidelines for LCFF, LCAP, and SBCP. All pertinent documents VERIFYING the above are on file at the school site for inspection.

Proposed Effective Date: _____

Signature of Administrator Requesting Action

ACADEMIC SERVICES:

Required for all positions funded by Title 1 (Resource code 3000 – 4000), Special Education & Location Code 711
 Funding Reviewed/Authorized: By: _____ Date: _____
 Assistant Superintendent: _____ Date: _____

FISCAL SERVICES

Position Code: _____ Director: _____ Date: _____

BUSINESS SERVICES:

Assistant Superintendent: _____ Date: _____

HUMAN RESOURCES

Assistant Superintendent: _____ Date: _____

DISTRICT ACTION

Name of Employee: _____ EID: _____
 Schedule: _____ Column/Range: _____ Step _____ Rate _____ Per: Hr Mth Day Yr
 Calendar: _____ Status: _____ Retirement: _____
 Board Agenda Date: _____ Hire Date: _____ Effective Date: _____
ACTION TAKEN: New Hire Termination Resignation Separation Transfer Promotion Reassignment
 Posted for Transfers: _____
 Workflow Verification: Certificated Classified Benefits Payroll

Adelanto Elementary School District

PERSONNEL REQUISITION PROCESS

<p>Step 1 Originator (School/Department)</p>	<p>The originator completes the following sections:</p> <ul style="list-style-type: none"> • Site Request • Position Information • Funding Source – include information from SPSA and/or SSC, if applicable. • Proposed Effective Date • <u>Signature of Administrator Requesting Action</u> and Date Requested • Details must be provided for all assignments.
<p>After completing Step 1, originator will route through DocHub accordingly</p>	
<p>Step 2 Academic Services</p>	<p>Personnel Requisition Forms for positions funded through Title 1 and Grants (Resource Codes 3000s, 4000s, & 7000s), send to Diana Ochoa, Ed.D., for funding review/authorization.</p> <p>Then send to Tasha Doizan, Ed.D., Assistant Superintendent of Academic Services.</p>
<p>Step 3 Fiscal Services</p>	<p>All Personnel Requisition Forms will be reviewed by the Zachary Klemish, Director of Fiscal Services for: position code, review account number, and budget authorization.</p>
<p>Step 4 Business Services</p>	<p>All Personnel Requisition Forms will be reviewed/approved by Julie Gonzales, Assistant Superintendent of Business Services.</p>
<p>Step 5 Human Resources</p>	<p>All Personnel Requisition Forms will be reviewed/approved by Terry Walker, Ed.D., Interim Assistant Superintendent of Human Resources, and forwarded to Dana Curtis (Certificated Staff) or Alejandra Gonzalez (Classified Staff) for:</p> <ol style="list-style-type: none"> 1. Recruitment/Selection 2. Board Agenda 3. Other District Action <p>NOTE: At this point in the process, positions are posted for transfer and open/promotional. The Human Resources Department posts positions once the PRF has been processed/approved.</p>
<p>Step 7 Distribution</p>	<p>Finalized Personnel Requisition Forms will be placed in the shared drive.</p>

