

RIALTO UNIFIED SCHOOL DISTRICT
Classified Human Resources Department
182 East Walnut Avenue
Rialto, CA 92376

30 - DAY NOTICE FOR PERMANENCY

DATE:

FROM:

Supervisor/Department Head

Title

LOCATION:

TO: Armando Urteaga, Executive Director
Human Resources

SUBJECT: Recommendation for Permanent Appointment

INSTRUCTIONS: This form is to be completed by the immediate supervisor and routed to the Department Head or Principal for signature.

This is to inform you that the probationary period for _____, _____
(Name)
_____, will be completed by _____.
(Classification) (Permanency Date)

Since this employee is under your supervision, please indicate your recommendation for permanency.

- ☐ I recommend permanent appointment of the above-named employee.
- ☐ I do not recommend permanent appointment of the above-named employee.
Note: Reason must be provided if permanent appointment is not recommended.

Remarks:

Supervisor

Title

Date

Department Head or Principal

Title

Date

THIS FORM MUST BE RETURNED TO HUMAN RESOURCES BY: _____

Note: Date is 30 days prior to permanency.

Original – Human Resources
Copy – Department/School Site