

Memorandum



To: All Employees

From: Dr. Matthew W. Ross, Superintendent

Date: July 31, 2013

Subject: *Policies and Procedures Bulletin- Personnel Requests (July 31, 2013)*

Effective immediately, all departments, functional areas, and school sites will use the attached Personnel Request Form for requesting authorization for supplemental days/hours for current employees, for new positions, or for pre-authorization for substitute employee coverage for professional development activities, pre-authorized release time, or other special circumstances. This form can be found on the District website under Business Services and Human Resources.

All approvals must be obtained prior to the beginning date. Except for unusual circumstances, all Personnel Requests Forms must be submitted to Business Services at least two weeks prior to the planned start date. Any employee who begins work prior to the approval of the Personnel Request by the District office will not be compensated. For new positions requiring fingerprinting and/or verification of certificates and/or credentials allow at least three weeks for processing. The approved (and signed) Personnel Request Form must be attached to the employee's timesheet. Once approved at the District Office, the signed Personnel Request Form will be returned to the school site, department, or functional area. It is the responsibility of the employee's supervisor to provide the employee with the approved (and signed) Personnel Request Form.

For positions paid through state categorical or federal programs, the budget description and allocation must appear in the appropriate plan.

For any questions regarding this bulletin, please contact Business Services.

VINELAND SCHOOL DISTRICT

Personnel Request

Note: To be used for requesting authorization for supplemental days/hours for current employees, for new positions, or for pre-authorization for substitute employee coverage for professional development activities, pre-authorized release time, or other special circumstances. Except for unusual circumstances, all Personnel Request Forms must be submitted to Business Services at least two weeks prior to the planned start date. All approvals must be obtained prior to the beginning date. Any employee who begins work prior to approvals will not be compensated. This approved request must be attach this request to the employee timesheet. Complete Parts I-VI. Please consult with Business Services for Part V. Once completed, sign and send to Business Services for approvals and processing. All information must be typed.

Part I: Position Classification (Select all that apply)		
<input type="checkbox"/> Certified	<input type="checkbox"/> New Position	<input type="checkbox"/> Regular
<input type="checkbox"/> Classified	<input type="checkbox"/> New Replacement	<input type="checkbox"/> Substitute
<input type="checkbox"/> Unclassified	<input type="checkbox"/> Change of Status	<input type="checkbox"/> Temporary

Part II: Position Information								
Position Title _____				School/Department _____				
Name of Employee (if known) _____								
Length of Service	_____	_____	For	_____	and/	_____	and/	
	Beginning Date	Ending Date		Hours Per Day	or	Total # Hours	or	Total # Days

Part III: Justification/Comments

Part IV: Funding Classification						
Type of Compensation <small>(Select only one by placing an X above the appropriate type)</small>	_____	_____	or	_____	_____	
	Daily Rate of Pay	Hourly Rate of Pay		Daily Stipend	Hourly Stipend	
SACS Budget Code	_____	_____	_____	_____	_____	_____
	Fund	Resource	Object	Goal	Function	Site

Part V: Position Compensation									
Compensation Calculation	\$0.00	or	\$0.00	+	\$0.00	x	0.00	=	\$0.00
	Daily Rate/ Daily Stipend		Hourly Rate/ Hourly Stipend		Statutory Benefits		# Hours or # Days		Total Compensation

Part VI: Requester	
Principal/Supervisor _____	_____
	Date

Part VII: Approvals	
Supervisor, Business Services _____	_____
	Date
Superintendent _____	_____
	Date

July 2013. All other versions are obsolete.