

EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT

Fiscal year: _____

#: _____

PERSONNEL ACTION FORM

New/Vacant Position Information

Section 1

Position Type:

☐ Administrative

☐ Certificated

☐ Classified

☐ Regular

☐ Temporary

☐ Long-Term Substitute

☐ Non-Continuing Contract

Extracurricular (classified):

☐ Boys ☐ Girls;

☐ Asst ☐ Head;

☐ 1.0

☐ .5

☐ Other: _____

Position Title: _____

Location: _____

From: _____ To: _____

Assignment: _____

Grade Level/Subject Area: _____

Additional Information: _____

Go to Section 3 and 4. These sections must be completed.

Change in Current Employee Status

Section 2

Employee Name: _____

☐ Certificated

☐ Classified

Current Position/Assignment: _____

Location: _____

Additional Information: _____

Go to Section 3 and 4. These sections must be completed.

Action Requested

Section 3

☐ FTE _____

☐ Hours Per Day _____ (Class)

☐ Days Per Year _____ (Class)

☐ Position/Assignment _____

☐ Effective Date From _____ To _____

☐ New Position

☐ Rehire

☐ Resignation of (name) _____

☐ Retirement of (name) _____

☐ Leave of (name) _____

☐ Transfer of (name) _____

☐ From: _____ To: _____

Additional Information: _____

☐ Account Codes

_____-_____-

_____-_____-

Approval

Section 4

Requested By: _____

Robert Polk

Date: _____

(Administrator with Budget Authority)

Human Resources Use Only

Section 5

Position Opening: Approved: _____ Not Approved: _____ PCN #: _____

Contractual Status: Continuing _____ Provisional _____ Non-continuing _____ Long-Term Substitute _____

HR Analyst Approval: _____ Date: _____ Highly Qualified: ☐ Yes ☐ No

Information for Posting: Position Title _____

Employment Status: _____ / (Hours/Day) _____ / (Days/Year) Salary \$ _____

Job No.: _____ Date Posted: _____

Approval for Hire: Candidate Selected: _____ Start Date: _____

Approved: _____ Date: _____

Executive Director of Human Resources