

FRANKLIN CENTRAL SUPERVISORY UNION

*Superintendent's Office: 28 Catherine Street, St. Albans, Vermont 05478 Telephone: (802) 524-2600
Schools: St. Albans Town Educational Center St. Albans City School Fairfield Center School
Bellows Free Academy Union District #48 Northwest Technical Center*

POSITION REQUISITION FORM

Please complete and return to the Superintendent as soon as you are aware of any vacancy in your school/department and prior to the recruiting process. This form is to be used for all replacements, add to staff and for long-term temporary/substitute employees. Any changes to the job description for this position may be forward with this form. The areas highlighted will be completed at the Central Office.

Position Title: _____ **Position Number:** _____

Location: • St. Albans Town • St. Albans City • Fairfield • Central Office • BFA • NWTC • Collins Perley

Position Information

Is the Job Description current? • Yes • No, (please attach a draft)				
Status:	Employee Category:	Schedule:	Shift:	Hours
• Full Time	• Administrator	• School Yr _____ days	• First	per week: _____
• Part Time	• Educator	• Full Yr _____ days	• Second	
• Temporary/Substitute	• Support Staff	• Other: _____ days	• Third	Days
	• Co-Curricular/Coach			per week: _____

Funding Information: *Please remember that in addition to salary, total budgeted compensation must include FICA, Worker's Compensation, and, whenever appropriate, compensated benefits.*

The position is: • Funded • Not Funded	Position Salary Range: _____
G.L. Account Number for Salary and Benefits: _____	G.L. Account Number For Recruiting: _____

Recruiting Information

Job Posting Date: _____	By: _____	Date(s) of Advertising: _____
Recruiting Source Desired: • School Spring • Newspaper • Files • Other: _____		

Sign-Offs

Supervisor: _____	Date: _____	Principal/Director: _____	Date: _____
Special Education Director: _____	Date: _____	Business Manager Signature: _____	Date: _____
Superintendent Signature: _____	Date: _____	To Human Resources: _____	To Payroll _____ To Benefits _____

New Hire Information: *Complete if known at the time of approval. Otherwise, the form will be completed by Central Office staff after hiring.*

Name of Person Hired: (please print) _____	Date of Hire: _____
Compensation: _____ • Per Hour • Per Year • Other: _____	Orientation Date: _____

Central Office will provide copies to: Human Resources, Business Office, Hiring Manager once approved

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APPROVAL CHART FOR HIRING

Position Type	Approval Process
<ul style="list-style-type: none"> · Add to Staff · New Position · Replacing a person in an existing, budgeted, vacant position 	<p>A requisition form is completed and sent to:</p> <ol style="list-style-type: none"> 1. The Principal/Director to verify available funds and for initial signoff. 2. Then to the Superintendent for final approval. Once approved, the recruitment process can begin. 3. Copies provided to: HR, Business Office, 4. Principal/Director/Supervisor is notified of approval.
<ul style="list-style-type: none"> · All Special Education Positions (teachers and staff) 	<p>A requisition form is completed and sent to:</p> <ol style="list-style-type: none"> 1. The Principal/Director to verify available funds and for initial signoff. 2. Then sent to the Director of Special Education for approval. 3. Then to the Superintendent for final approval. Once approved, the recruitment process may begin. 4. Copies provided to: HR, Business Office. 5. Principal/Director/Supervisor is notified of approval.
<ul style="list-style-type: none"> · Substitute Teachers, Para-Professionals and All Department Substitutes (More than or equal to 5 consecutive days). 	<p>A requisition form is completed and sent to:</p> <ol style="list-style-type: none"> 1. The Principal/Director to verify available funds and for initial signoff. 2. Then sent to HR, a copy is provided to the Business Office 3. The substitute is directed to check in and out at the Main Office at each school. 4. A designee at the School's Main Office is responsible for reviewing the timesheet, signing off and forwarding to the Business Office at the end of the week to ensure that the substitute employee is paid according to the pay cycle.
<ul style="list-style-type: none"> · Substitute Teachers, Para-Professionals and Department Substitutes (Less than 5 consecutive days) 	<p>No requisition is required.</p> <ol style="list-style-type: none"> 1. The substitute is directed to check in and out at the Main Office at each school. 2. A designee at the School's Main Office is responsible for reviewing the timesheet, signing off and forwarding to the Business Office to ensure that the substitute employee is paid. 3. At the end of the week the timesheet is sent to the Business Office, from which pay will be generated on cycle for the substitute employee.
<ul style="list-style-type: none"> · Temporary employees secured through an Agency 	<p>A requisition form is completed and sent to:</p> <ol style="list-style-type: none"> 1. The Principal/Director to verify funds and for initial signoff. 2. Then sent to the Business Office to encumber funds. 3. Bills are received and verified by Principal/designee and sent to AP for payment.
<ul style="list-style-type: none"> · Independent Contractor 	<p>A memo requesting services and the rationale is sent to:</p> <ol style="list-style-type: none"> 1. The Principal/Director for initial signoff. 2. To the Director of Special Education, when appropriate. 3. To the Superintendent for final approval. 4. Then to the Business Manager to encumber funds.