

# Request for Posting

<b>To:</b> Human Resources Department
<b>From:</b>
<b>Date:</b>

**Please post the following position:**

<b>Position:</b>	<b>Location:</b>			
<b>Starting/Ending Time:</b>	<b>Days Per Week:</b>	<b>Total Hours Per Week:</b>		
<b>Affiliation:</b>	BEA	Schedule B	BESPA	Non-Affiliated
<b>Reason for Posting:</b>  <div style="margin-left: 40px;"> Retirement/Resignation of:  (please attach copy of retirement/resignation letter)   Transfer of:   Sixty Days Leave per BESPA Contract:   I.E.P.C. Mandated / Special Ed Compliance   Other </div>				
<b>New Position: (Please explain rationale for new position and proposed effective date)</b>				
_____ <b>Signature of Person Requesting Posting:</b>		_____ <b>Date:</b>		
_____ <b>(If Special Education Related)</b>		_____ <b>Date:</b>		

## Central Office Authorization

_____ <b>HR Signature</b>	_____ <b>Date:</b>
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**\*Reminder:**

Support personnel positions in Division 1 (i.e. Classroom Assistants, Campus Security) that are **twenty (20) or more hours per week must be posted as bargaining unit assignments.**