

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 3

Date: 7/29/91

Page: 1 of 2

Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

4.107 PERSONNEL STAFFING

SECTION 4.107.2 Personnel Hiring Request (P-43)

A Personnel Hiring Request (Form P-43) must be completed and approved for all new or replacement positions. All applicable sections must be completed prior to approval. All P-43s must indicate the source of funds and budget code. Requests for new positions must include justification for the position as well as the estimated cost for the remainder of the fiscal year.

The approval process for various categories of staffing is as follows:

Personnel Category	Budget Administrator Approval
Management Staffing (non-PSU)	Superintendent
PSU Staffing	Learning Support Services Deputy Superintendent (Secondary) Assistant Superintendent/Learning Support Services
Categorically Funded	Learning Support Services Deputy Superintendent (Secondary) Assistant Superintendent/Learning Support Services
Non-Categorically Funded	Responsible Administrator Superintendent Deputy Superintendent Assistant Superintendent/Business Support Services Associate Superintendent/Personnel Support Services Assistant Superintendent/Learning Support Services

The signature and approval section must be completely filled in. The person requesting to hire may also be the site supervisor, and would be required to sign in both places. The site supervisor could, in some cases, be the budget administrator, and would be required to sign in both places.

Approved P-43s will be forwarded to Personnel Support Services by the budget administrator for processing. Unapproved P-43s will be forwarded to Personnel Support Services for cancellation.

PERSONNEL HIRING/STATUS CHANGE REQUEST

POWAY UNIFIED SCHOOL DISTRICT
13626 Twin Peaks Road, Poway, CA 92064-3098

CERTIFICATED	POSITION TITLE					
	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY	WORK LOCATION		GRADE LEVEL OR SUBJECT		
		% OF FULL TIME	HOURS PER DAY	REQUESTED STARTING DATE		
		INCLUSIVE DATES <i>(complete for TEMPORARY hires only)</i>		FROM	TO	

CLASSIFIED	POSITION TITLE					
	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> LIMITED TERM	WORK LOCATION		WORK YEAR LENGTH--MONTHS <i>(circle one)</i>		
		% OF FULL TIME	HOURS PER DAY	9.1 10 10.5 11 12		
		INCLUSIVE DATES <i>(complete for LIMITED TERM only)</i>		WORK HOURS	FROM	TO

ACTION REQUESTED	FORMER INCUMBENT				
	<input type="checkbox"/> REPLACEMENT <input type="checkbox"/> NEW POSITION <input type="checkbox"/> CHANGE OF STATUS OR HOURS	JUSTIFICATION FOR NEW POSITION/CHANGE OF STATUS OR HOURS			
		ESTIMATED COST FOR REMAINDER OF FISCAL YEAR <i>(charges for non-PSU personnel must include fringe benefits)</i>			
					\$
				FRINGE	\$

FUNDING	SOURCE OF FUNDS	% of TIME	PROGRAM	OBJECT	LOC.

REQUESTOR	SIGNATURE <i>(retain gold copy)</i>	DATE
------------------	-------------------------------------	------

APPROVALS	SITE SUPERVISOR	DATE
	BUDGET ADMINISTRATOR	DATE
	ASSISTANT SUPERINTENDENT/PERSONNEL SERVICES	DATE

ACTION TAKEN	POSITION FILLED BY	STARTING DATE
---------------------	--------------------	---------------