

Appendix "B"

REQUEST FOR NEW POSITION / PROGRAM APPROVAL FORM

Date:

Division:

Proposed Title:

Bargaining Unit:

Certified Position:

Position %:

Civil Service Position:

Position %:

Source of Funding:

Description of need for position:

Requested by Division Director

Date

Reviewed by Director of Human Resources

Date

Vacancy Notice
(HR USE ONLY)

Approved by District Superintendent

Date

Distribution: Division Director
District Superintendent