

North Kitsap School District #400

CLASSIFIED

**POSTING AUTHORIZATION
OR CHANGE IN EMPLOYMENT PAY STATUS**

School/Department:

CLASSIFIED POSITION TITLE:

Current Assignment:

TYPE: REGULAR LEAVE REPLACEMENT TEMPORARY

Hours/Day: Hours/Week: Days/Year:

Schedule: to OR Schedule to be determined (TBD)

Anticipated Start Date: Anticipated End date (LR/Temp only):

If no posting required, ASSIGNED TO:

Start date:

POSTING INFORMATION:

(minimum 5 working days)

**Outside Posting
days:**

**Open Until Filled (outside postings only)
Screening begins after:**

**OPTIONAL
IN-DISTRICT ONLY**
(must be approved by HR)

days:

ADDITIONAL COMMENTS (aka: Posting Nuggets):

SCREENING INFO:

Head Screener:

Other Screeners:

Account code:
(CTE; SpEd; Grants, etc)

Hours:	Code:
Hours:	Code:
Hours:	Code:

RATIONALE/POSITION CONTROL

*Letter of resignation or Leave-of-Absence
is attached
is on file in HR*

Budgeted allocation:
Resignation of:
Leave-of-absence for:
Transfer of/Other:

**Approval by
Personnel Specialist**

Requesting Administrator:

Signature _____ Date _____

Assistant Superintendent or designee

Signature _____ Date _____

Announcement #

Post date:

Close date:

Applicant Recommended:

Start date (from Hiring Recommendation form):