

Hiring or Contract Change Request

1. Explain what you want done--if you want to *fill* a position, describe the name of the position involved, number of hours per day, days per year; if you want to *change* a position or a contract provision, describe what you want changed:

2. Why is this change necessary? Give full justification, even if this is an existing position, including a discussion of reasonable alternatives, such as distributing duties to other employees.

3. I request this change for the reasons stated above.

Principal or Supervisor _____

4. I have evaluated the effects of this action on the budget and approve.

Assistant Superintendent _____

5. ☐ Approved ☐ Disapproved _____
Superintendent

6. If this change involves a new hire, interview and check work history and references before completing the remainder of this form on the back of this sheet.