

## WASHINGTON COUNTY SCHOOL DISTRICT PERSONNEL ACTION REQUEST

**BASIC CONTRACT**     
  **CHANGE IN BASIC CONTRACT**     
  **TEMPORARY OR EXT AGREEMENT**

<b>Action Requested For:</b> <input type="checkbox"/> Classified Employee <input type="checkbox"/> Certificated Employee			
Name (Last, First, Middle ) <i>leave this block blank for hire actions</i>			Proposed Effective Date
type of Action Requested: <input type="checkbox"/> Extended (Temp.) Agreement <input type="checkbox"/> Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Change Hours <input type="checkbox"/> Change Funding <input type="checkbox"/> Separate <input type="checkbox"/> Retire <input type="checkbox"/> Other:			
Replacing:			Date Vacated:
Requested Funding Source For New Assignment: <input type="checkbox"/> Regular <input type="checkbox"/> Special Ed. <input type="checkbox"/> Voc Ed <input type="checkbox"/> Title 1 <input type="checkbox"/> ESL <input type="checkbox"/> YIC <input type="checkbox"/> Other: _____		Account Code: _____ - _____ - _____ - _____ - _____	
<b>Current Assignment:</b> <small>(Enter only if employee has a current basic contract)</small>		<b>New or Additional Assignment:</b> <small>(Only enter changes to basic contract, or all data for a new Hire or Extended Agreement)</small>	
Location		Location	
Status: <input type="checkbox"/> Provisional <input type="checkbox"/> Career <input type="checkbox"/> Seasonal <input type="checkbox"/> One Year <input type="checkbox"/> Other :		Status: <input type="checkbox"/> Provisional <input type="checkbox"/> Career <input type="checkbox"/> Seasonal <input type="checkbox"/> One Year <input type="checkbox"/> Other :	
Title (Position)		Title (Position)	
Contract Days:	Hours in a Contract Day:	Contract Days:	Career Ladder Days Remaining:    Hours in a Contract Day:
Work Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____		Work Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____	
Special Consideration: <input type="checkbox"/> Year Round <input type="checkbox"/> Track _____ <input type="checkbox"/> Traditional		Special Consideration: <input type="checkbox"/> Year Round <input type="checkbox"/> Track _____ <input type="checkbox"/> Traditional Payment by: <input type="checkbox"/> Monthly <input type="checkbox"/> Time Card <input type="checkbox"/> Lump Sum	
Personnel Action Requested By (Principal / Supervisor) <small>(Please Print or Type)</small>		Contact Phone Number (cell phone / office)	Date of Request
Signature of Requester (Principal or Supervisor):			Date:

Remarks:

FOR DISTRICT USE ONLY							
Action:		Social Security Number		Effective Date		Not-to-Exceed Date	
<b>Current Assignment:</b>				<b>New or Additional Assignment:</b>			
Contract Days:		Hours in a Contract Day:		Contract Days:		Hours in a Contract Day:    Days Remaining :	
				Preparation days		Career Ladder Days:    Parent Teacher Days:	
Lane:		Step:		Salary Amount:		Lane:    Step:    Salary Amount:	
Dates of any Extended Agreements:				Will action require Orderly Termination Procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No Is new position Benefited? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Utah Certification: <input type="checkbox"/> Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Special Ed <input type="checkbox"/> Other: _____				Endorsements:			
<b>MANDATORY APPROVAL:</b> Will this action result in exceeding the FTE limits set in the District approved staffing plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, this action must be approved by the Superintendent.</b>							
Signature of Administrator :						Date:	