

~ RECOMMENDATION FOR EXTRACURRICULAR POSITION ~

For Classified ~or~ Certified Personnel

TO: Superintendent and Board of Trustees
FROM: _____
DATE: _____
 We recommend _____ be:

Employed

Changed in Position

Discontinued on Payroll

<p><i>Extracurricular:</i></p> <p>Position _____</p> <p>Position # _____ (see list below)</p> <p>Years Experience _____</p> <p>Location _____</p> <p>Beginning Date _____</p> <p><i>SENDING VIA PONY TO ADMIN ASSISTANT</i></p> <p><input type="checkbox"/> Other pertinent information <input type="checkbox"/> Paperwork at Central Office</p> <p><i>NAMES OF HIRING COMMITTEE MEMBERS</i></p> <p>_____ _____ _____ _____ _____</p>	<p><i>From:</i></p> <p>Position _____</p> <p>Position # _____ (see list below)</p> <p>Location _____</p> <p><i>To:</i></p> <p>Position _____</p> <p>Position # _____ (see list below)</p> <p>Years Experience _____</p> <p>Location _____</p> <p>Beginning Date _____</p> <p>Other Information _____</p> <p>NOTE: this memo must be received in central office before employment change begins.</p>	<p><i>Due to:</i></p> <p><input type="checkbox"/> Retirement Date: _____</p> <p><input type="checkbox"/> Resignation Date: _____</p> <p><input type="checkbox"/> Dismissal Date: _____</p> <p><i>SENDING VIA PONY: TO ADMIN ASSISTANT</i></p> <p><input type="checkbox"/> Letter of retirement</p> <p><input type="checkbox"/> Letter of resignation</p> <p><input type="checkbox"/> Background information for dismissal</p> <p><input type="checkbox"/> Other pertinent information</p>
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Principal/Supervisor – email Central Office Administrative Assistant (you can cc: anyone)

Date Received by Administrative Assistant: 

On Board Agenda - Tentative Board Approval Date:

Tax Forms: YES NO

Administrative Assistant – email to Central Office Treasurer, Payroll, Front Desk

Save

Additional Information or Recommendation Information: