



**SOUTH KITSAP SCHOOL DISTRICT**  
**Human Resources**  
**PERSONNEL REQUISITION FORM**  
**FOR A POSITION VACANCY**

**FORM 550A**

CERTIFICATED

CLASSIFIED

COACHING

ADMIN (CLASS/CERT)

**A. POSTING INFORMATION**

Position/Assignment:

Direct Supervisor:

Location:

Account Code Breakdown for Vacant Position (REQUIRED)

Per Day

Shift Hours

1.

FTE

Hours

Minutes

Days Per Year

From

To

2.

FTE

Hours

Minutes

Days Per Year

Reason For Vacancy:

Retirement\*

Leave of Absence\*

Change of Assignment\*

Other

Resignation\*

New Budget Position

Transfer to:

\*Name of Employee Vacating Position:

Employee Contract Type:

Regular

Coaching

Leave Replacement

Temporary

Posting Options:

Post Regular

Post In-District ONLY

Open Until Filled

Pro-Act

Hep B Eligible

Posting Instructions:

**B. POSITION AUTHORIZATION**

Building/Department Administrator

Date

Business & Operations Administrator

Date

Human Resources Specialist

Date

Human Resources Administrator

Date

Superintendent

Date

**HUMAN RESOURCES ONLY:**

New Employee

Current Sub/Temp

Rehire

Student Teacher

Active Employee

Name of Recommended Hire

Employee Specialist Initials

Human Resource Approval

Date

Salary Placement:

Employee Type:

Posting #:

Hourly Rate:

Vacation Days:

Open Date:

Longevity Rate:

Eligible for Benefits: Yes

No

Close Date:

Education Rate:

Start Date:

Stipend Amount:

For:

Existing Assignment

Location

Hours

Mins

Days

Close

Yes

No

Yes

No

12/5/2019

Budget

\$275

INS Only

PR \_\_\_\_\_