

GREAT NECK PUBLIC SCHOOLS - *REQUEST FOR BOARD APPROVAL OF PERSONNEL ACTION*

TO: HUMAN RESOURCES

FROM:

DATE:

DIRECTIONS: This form is used to request board approval for personnel action. It is also used whenever an employee is being paid through a federal code. When possible, please send to Human Resources 30 days in advance of planned service date. Once board approval is obtained, the form will be returned to the administrator.

Actions to Be Taken: Please check off appropriate box. Attach any appropriate back up, as needed.

- Appointment
 Change
 Deletion
 Termination
 Other

If appointment, please indicate negotiating unit: _____

Reason for Board Approval: Please check off box & provide detail in space provided (use the Additional Information lines below, if more space is needed).

- Activity: _____
 Club: _____
 Inservice: _____
 Meetings: _____
 Mentoring: _____
 Summer Work: _____
 Test Proctoring: _____
 Translating: _____
 Work Out of Title: _____
 Athletics (e.g. coach, crowd sup): _____
 Phys Ed (e.g. intramurals): _____
 Recreation: _____
 Other: _____

Payment Information: Please complete all appropriate boxes. If providing a list of employees, you may attach a separate schedule in lieu of completing boxes.

Employee Name	Position	Location	Dates From - To	Class/ Step	Rate/ Index	Hrs/Wk	Total Hrs/Yr	Total Pay/ Salary	Budget Code
			-						
			-						
			-						
			-						

Additional Information: _____

Signature of Administrator: _____ Date: _____

FOR HUMAN RESOURCES USE

- Conditional/Emergency Staff Appointment*

Request Approved by Board: _____ Signature: _____ Date: _____