

Silver Valley Unified School District
PO Box 847, Yermo, CA 92398
PERSONNEL REQUEST FORM

<input type="checkbox"/> Certified
<input checked="" type="checkbox"/> Classified

I. Department/Site Requesting: Yermo Position Title: Instructional Aide

Grade: _____ Subject: _____ Effective Date: _____

II. NEW POSITION CHANGE IN WORK YEAR REPLACEMENT POSITION: _____
Name of employee being replaced

- Full Time/Permanent Number of days per week: 5
- Part Time/Permanent Number of hours per day: 6
- Full Time/Temporary Number of months per year: 10
- Part Time/Temporary
- Change in hours/days: From: _____ To: _____
- DELETE POSITION-Position was previously held by: _____

ADDITIONAL ASSIGNMENT _____ Department/Site Requesting: _____
Not to exceed _____ hours

III. Title of Funding Source: SPED _____ Fiscal Approval: B. Schreiner Date: 1/29/24

Budget Code(s): _____ Purpose/Justification: increased enrollment in soc

Department/Site Administrator responsible for monitoring this position: Kate Henson, Principal
Name & Title

Contingencies or notes regarding approval: _____

For Human Resources Office Use Only	
Job Title: _____	Site: _____
Name of employee selected: _____	Start date: _____
Range/Step: _____	Hourly rate: _____ Monthly rate: _____
Hours per day: _____	Days per year: _____
Board approval date: _____	Human Resources Signature: _____

Requested by: Kate Henson _____ Date: 1/26/24

Approved by: [Signature] _____ Date: 1/29/24
Signature of Director Business Services

Approved by: _____ Date: _____
Signature of Deputy Superintendent

Prog./Budget Approval: [Signature] _____ Date: 1/29/24
Signature of Asst. Supt. Ed. Services/Senior Director

Revised: 6/17/2016

Pink: Site or Department Yellow and white: Human Resources