La Joya Independent School District
Human Resources Office

Request to Post Position

POSITION:_____

CAMPUS/DEPARTMENT:_____

***NEW**: Y N How Many:_

EXISTING: Y N Replacement for:_____

REASON: Resignation Retirement Promotion Transfer

Exhausted FMLA Exhausted Workers Compensation

Effective Date:_____

**If this is a new position, a draft of the job description must be attached.*

Human Resources Office Use ONLY

_____ _____

VERIFIED BY: PRINT NAME **DATE:**

_____ _____

APPROVED BY: PRINT NAME **DATE**

_____ _____

APPROVAL OF EXECUTIVE DIRECTOR REQUIRED **DATE**

DATE POSTED: _____

JOB DESCRIPTION REVIEWED BY: _____

JOB DESCRIPTION REVISED DATE:_____

_____ _____

Signature Date