

SUBMITTING REQUESTS TO ANNOUNCE POSITIONS

- **REQUEST TO ANNOUNCE POSITION** (pg. 22) forms are submitted to Personnel Office to announce vacancies
- **REQUEST TO ANNOUNCE POSITION** for new units must be signed by appropriate supervisors
- **POSITION ANNOUNCEMENT** will be generated by Personnel Office

ANNOUNCING VACANCIES

All vacancies are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 22).

1. Position Announcements will be displayed at schools/work sites in a conspicuous place easily accessible to applicants
2. Teacher vacancies - to include librarians, counselors, and other similar positions - are open until filled, and announcements are posted until filled
3. All other vacancies are announced for fourteen calendar days, except during the school year when they are announced for seven days
4. Administrative, managerial, supervisory, or otherwise newly created positions are announced for fourteen calendar days at all times
5. **PERSONNEL ACTIONS** will be submitted as follows:
 - A. During the school year, no sooner than seven days from the date of the opening of the vacancy
 - B. At times other than during the school year, no sooner than fourteen days from the date of the opening of the vacancy
 - C. **PERSONNEL ACTIONS** are not to be submitted prior to the date shown in the bottom left of the **POSITION ANNOUNCEMENT**
 - D. For managerial, supervisory, or otherwise newly created positions, no sooner than fourteen days from the date of the opening of the vacancy