



SUPPORT STAFF ASSIGNMENT / HIRING FORM

Name: _____

Position _____

Start Date: _____

End Date: _____ (If applicable)

- Location: Division
 Father Gorman
 Holy Rosary
 St. Joseph's
 Ecole St. Thomas
 St. Mary's
 Mother Teresa ECEC

Allowances: _____ Annual _____ Monthly

Travel \$ _____ \$ _____

Communication \$ _____ \$ _____

Schedule

- Monday through Friday or
 Monday Tuesday Wednesday
 Thursday Friday

- NEW HIRE New Hire
 FTC Full-time Contract
 PTC Part-Time Contract
 Temporary
 Rate of Pay \$ _____

Step: _____

hours per day _____ Or
 # hours per week _____

Supervision Yes No

Probation: Yes No Term: 3 Months 6 Months

List of members of hiring committee in attendance:

2016-2017 Days	Number	Hours	Total
Instructional Days			
pay in Lieu of Supervision (AP 404 20.1)			
Admin/PD			
Exemplary Service Day (AP 404 12.1)			
Statutory Holidays (AP 404 17.2.1)			
<i>Subtotal of Hours</i>			
Adjustment to Overall Hours			
Early Dismissals (less one hour)			
Hours Provided for School Based PD/Admin (add one hour)			
<i>Subtotal of Hours</i>			
Total			

CHANGE OF ASSIGNMENT

COVERLOA Coverage for a LOA Short Tem Leave Long-Term Leave
 Replacing: _____

- DECREASE Decrease in Hours
 INCREASE Increase in Hours
 LOCATION Location Change (Transfer)

<p><u>Human Resources Data Entry</u> Entered _____ Initials _____ Date _____</p>	<p><u>Payroll Data Entry</u> Entered _____ Initials _____ Date _____</p>
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 Authorized by

 Date

This form is to be completed for all new hires and assignment changes. Then forward to HR Manager.