

CLAYTON COUNTY PUBLIC SCHOOL SYSTEM DIVISION OF HUMAN RESOURCES

CENTRAL OFFICE HIRING APPROVAL FORM

Section A – To be completed by Department Head requesting the position

Department/Location		Date		
Department Head				
		Reason for Vacancy		
Position Requested		(Resignation, Retirement, Internal Promotion, etc)		
Employee Being Replaced/EID (If Applicable)		Effective Date		
Funding Source	☐ General	Funding Source	□ Other	
diass dode.		16.1		
ection B – Justification/Rational	e to be completed by De	partment Head requesting the posi	tion	
ection C – To be completed by Co	mpensation Departmen	Section D – To be comple	ted by Deputy/Chief	
Salary Range		\Box Approved \Box De	enied	
Grade/Schedule		1 1		
Days Per Year		Denuty/Chief Signature	Deputy/Chief Signature	
•		Deputy/Chief Signature		
Compensation Staff		-		
Date		 Date		
Section E – To be completed by th	e	<u> </u>		
Deputy Superintendent Chief of S		Section F - To be complete	ed by the Superintendent	
\square Approved \square Denied			. ,	
_ npproved _ zemed		☐ Approved ☐ Den	ned	
Deputy Superintendent Chief of Staff Signature		Interim Superintendent S	Interim Superintendent Signature	
		1 1		
Date		Date		
		J 1		

C: Deputy/Chief Position Control