



Personnel Requisition Process

Who: Principal, Department Head, or designee completes and signs the form

What: Lansing School District Personnel Requisition form

Where: Located on the LSD Human Resources website under the Fillable Forms section

When: There is a change in one or more of the following;

Why: FTE/Hours, Funding Source, Salary, Bargaining Group,
Location, Grade Level, Title OR if you are requesting a posting for a new position or replacement.

NOTE: Compliance will initiate requisitions for staff that are partial or full grant funded for the BEGINNING of the school year only. Please follow the process outlined here for all other reasons.

- A. Bargaining Group Change – if a position change also requires a change in bargaining group (i.e. a Teacher is hired as a Principal; bargaining group changes from LSEA to LASA)
- B. FTE/Hours Change – If there is a change in the amount of time an employee works. If the percentage of time an employee is spending on a specific job duty/duties changes, the FTE would be updated to reflect.
- C. Funding Source – If the employee is being paid with a different account number than previously budgeted, split funded, or shift from General Fund to Grant Funded or Grant Funded to General Funded.
 - a. Example – a secretary from Lyons takes a secretarial position at Sexton
 - b. Example – a teacher at a school becomes the Focus teacher under a Magnet grant
- D. Location Change – if the physical location of the position changes (i.e. a secretary from Lyons takes a secretarial position at Sexton).
- E. Grade Level – If an employee is staying in the same position but moving to a new location. If an employee teaches a different grade level.
 - a. Example – 4th grade teacher is asked to teach 5th grade because enrollment is low in 4th grade.
 - b. Example
- F. Title Change – An employee takes a new position or has a title change.
- G. Request for Posting – A new or vacant position to request for a job posting
- H. Salary Change – If an employee is receiving a change in their salary outside of contractual agreements.
 - a. Human Resources will handle contractual bargaining changes internally.

Information needed to fill out the Pers. Req Form

1. Name of Employee for changes A-F & H.
2. Employee Number for changes A-F & H
3. Position/Title – Must align with grant funded narrative and/or approved bargaining agreement. List position.
4. Location – Where the employees' work will take place
5. Grade Level – Applies to Teaching positions only. List grade level teaching.
6. Department/Program – Administrative Department or subject level department for secondary. Program the employee works with (i.e. SE, REAP, STAR, Magnet)
7. New Position – Check if the position is new to your school/department and is not replacing a previously funded position.
8. Replacement – Check if filling a previously vacated/funded position.
9. Requested Starting Date – The date the hiring manager would like the position to start or the funding source becomes available for the position.



10. Bargaining Group: LASA, M&C, LSEA, LEA, LEAS, CCLPI, Superintendent Team
11. Predecessor – Person previously leaving the position to be filled.
12. FTE – Full Time Equivalent of the percentage of the persons’ position being filled.
13. # of weeks – The number of weeks a staff member will be working during the school year. (Hourly Staff Only).
 - a. School Year Employee (LSEA, LEA)
 - b. 52 Week Employee
 - c. 42 Week Employee
 - d. 45 Week Employee
 - e. 44 Week Employee
 - f. Etc.
14. Funding Source:
 - a. General Fund
 - b. Grant Funded
 - c. Part General / Part Grant
15. Account Number –
 - a. Grant fund account number – located in the MICIP TEAMS channel (by school or department). Click on FILES tab and select “Categorical Budgets”.
 - b. General fund account number – Refer to your Staffing document sent annually by Finance.
16. Originator – Principal/Department Head

Follow the Personal Requisition Form Flow chart for where to submit the form.