

Los Angeles Unified School District
Request for Freeze Exemption: Staffing

Please use this form to request any of the following actions:

- | | |
|---|---|
| <input type="checkbox"/> Create a new position | <input type="checkbox"/> Open a substitute, relief or limited term assignment |
| <input type="checkbox"/> Reclassify a position/class upward (classified only) | <input type="checkbox"/> Differential (classified only) |
| <input type="checkbox"/> Reallocate the salary of a position/class upward | <input type="checkbox"/> Change in Basis (from ____ to ____ Basis) |

Current/Most Recent Incumbent (if applicable)		Branch/Division	
Class Title/Class Code	Bargaining Unit	Maximum Salary Range/Schedule	Basis
Location Name	Location Code	Funding Source	Position Control Number

Please attach responses to the following questions on a separate sheet of paper:

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify a minimum of ten typical duties that will be assigned to this position. (Please do not copy from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. Please identify the funding source (include name of funding source in addition to code). If grant funded, please specify the duration of the grant.

New position requests:

1. How are the responsibilities of this position currently being fulfilled?

Signatures Required:

Branch/Section Head	Date	Division Head/Local District Supt.	Date
Contact Person	Phone	Fax & E-mail	

SUBMIT CERTIFICATED REQUESTS TO: Sarah Walters, Human Resources, sarah.walters@lausd.net fax: (213) 241-8418

SUBMIT CLASSIFIED REQUESTS TO: Wendy Guzman, Personnel Commission, wendy.guzman@lausd.net fax: (213) 241-6803