



# Human Resource Services

## Staff Change Report

### Certificated and Classified

School or Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Section A. Closed Positions

- List all **positions** to be **closed** at the end of the current school year.
- **CLOSED** positions must agree with the total change reflected in your new School Site Budget.

(\*Any positions to be **CLOSED** after **COMPLETION** of this report must be done by site submitting an ISO-approved Position Requisition [BUD-F001] directly to Budget Services.)

Position Title and/or Subject Area(s)	ESCAPE Position Number	FTE/ Hours	Currently Filled By	Reason for Surplus and/or Employee Status
<b>Certificated Sample</b>				
1. Teacher	5529	Full-Time	Jack Jones	Program Needs/ Temporary
<b>Classified Sample</b>				
1. Teacher Assistant, Bilingual (Russian)	554	3 Hours	Juniper Smith	Surplus / Permanent
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**NOTE:** Position numbers can be obtained from the Authorized Positions Listing Report- POS TRK2.

## Section B. Replacement Personnel - Vacancies

- List all personnel who are to be replaced.

(\*Attach corresponding vacancy requisitions for all replacement positions. Enter minimum data fields required as per sample.)

Position Title and/or Subject Area(s) <i>(List Subject Area(s) to Which the Replacement Will Be Assigned for Next School Year)</i>	ESCAPE Position Number	FTE/ Hours	Currently Filled By	Reason for Surplus and/or Employee Status <i>(i.e., Program Needs, Enrollment Decline, Resigned, Transferred, Temporary, Limited-Term Assignment [LTA])</i>
<b>Certificated Sample</b>				
1. <i>Teacher, Mathematics</i>	6152	<i>Full-Time</i>	<i>Jan July replacing Tom Tuggle</i>	<i>Temporary Contract terminated via return from Health Leave</i>
2. <i>Teacher, Physical Education</i>	6931	<i>2/5</i>	<i>Jill John</i>	<i>Reassigned</i>
3. <i>Teacher, Physical Science</i>	3041	<i>4/5</i>	<i>Sally Said</i>	<i>Involuntary Surplus/ Permanent</i>
4. <i>Teacher, U.S. History</i>	5789	<i>3/5</i>	<i>Verb Less</i>	<i>Retired</i>
5. <i>Teacher, Biology</i>	3068	<i>Full-Time</i>	<i>Lan Klein</i>	<i>Temporary Contract terminated (TC)</i>
6. <i>Teacher, English</i>	3195	<i>Full-Time</i>	<i>Jane Wright</i>	<i>Transferred</i>
<b>Classified Sample</b>				
1. <i>Teacher Assistant, Bilingual (Spanish)</i>	6152	<i>5 Hours</i>	<i>Jan July replacing Tom Tuggle</i>	<i>Return from Leave of Absence</i>
2. <i>Clerk II</i>	510	<i>3 Hours</i>	<i>Jill Johns</i>	<i>Reassigned</i>
3. <i>School Office Manager</i>	213	<i>8 Hours</i>	<i>Sally Said</i>	<i>Retired</i>
4. <i>Custodian</i>	214	<i>5 Hours</i>	<i>Lan Klein</i>	<i>Temporary</i>
5. <i>Campus Monitor</i>	215	<i>3 Hours</i>	<i>Joe Boss</i>	<i>Transferred</i>
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**NOTE:** Position numbers can be obtained from the Authorized Positions Listing Report- POS TRK2.

## Section B. Replacement Personnel – Vacancies (Continued)

- List all personnel who are to be replaced.

(\*Attach corresponding vacancy requisitions for all replacement positions. Enter minimum data fields required as per sample.)

<b>Position Title and/or Subject Area(s)</b> <i>(List Subject Area(s) to Which the Replacement Will Be Assigned for Next School Year)</i>	<b>ESCAPE Position Number</b>	<b>FTE/Hours</b>	<b>Currently Filled By</b>	<b>Reason for Surplus and/or Employee Status</b> <i>(i.e., Program Needs, Enrollment Decline, Resigned, Transferred, Temporary, Limited-Term Assignment [LTA])</i>
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**NOTE:** Position numbers can be obtained from the Authorized Positions Listing Report- POS TRK2.

## Section B. Replacement Personnel – Vacancies (Continued)

- List all personnel who are to be replaced.

(\*Attach corresponding vacancy requisitions for all replacement positions. Enter minimum data fields required as per sample.)

<b>Position Title and/or Subject Area(s)</b> <i>(List Subject Area(s) to Which the Replacement Will Be Assigned for Next School Year)</i>	<b>ESCAPE Position Number</b>	<b>FTE/Hours</b>	<b>Currently Filled By</b>	<b>Reason for Surplus and/or Employee Status</b> <i>(i.e., Program Needs, Enrollment Decline, Resigned, Transferred, Temporary, Limited-Term Assignment [LTA])</i>
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**NOTE:** Position numbers can be obtained from the Authorized Positions Listing Report- POS TRK2.

## Section C. New Positions

- List the total number of **new positions**.
- New positions listed must agree with your School Site Budget.

*\*New Positions requested after completion of this report must be initiated by site as follows:*

This is a two (2) step process:

- (1) Submit a Position Requisition (BUD-F001) to Budget Services to obtain an authorized position number.
- (2) Submit a Vacancy Requisition (on-line Escape form) to your Team Personnel Analyst ***immediately*** thereafter upon receipt of approved Position Requisition Number from Budget Services.

Position Title and/or Subject Area(s)	ESCAPE Position Number	FTE/ Hours	Reason <i>(Enrollment Increase, Categorically Funded Position, etc.)</i>
<b>Certificated Sample</b>			
<i>1. Teacher, English</i>	<i>1015</i>	<i>Full- Time</i>	<i>Enrollment Increase</i>
<b>Classified Sample</b>			
<i>1. Clerk II</i>	<i>4108</i>	<i>3 Hours</i>	<i>Funding Increase</i>
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**NOTE:** New position numbers are approved by Budget Services.

## Section D. Bilingual Needs for English Language Learners

### Staffing Plan for Teachers and Bilingual Aides:

*Indicate your staffing needs to provide an appropriate program to ELL students.*

BCLAD / BCC Teachers and Languages	Staff Needs	Current Staff With Appropriate Certification <small>(CRED RPT 28SN)</small>	Current Staff in Training	Shortage
<b>Certificated Sample</b>				
1. <i>Spanish</i>	2	3		0
2. <i>Cantonese</i>	2	1		1
3. <i>Hmong</i>	1	0		1
CLAD/LDS Teachers		12		
SB 1969 Teachers		5		
<b>Certificated Staff: Please Fill Out (List Specific Language Needed)</b>				
1.				
2.				
3.				
CLAD/LDS Teachers				
SB 1969 Teachers				

Bilingual Aides and Languages	Staff Needs	Current Staff Employed	Shortage
<b>Classified Sample</b>			
1. <i>Spanish</i>	2	3	0
2. <i>Cantonese</i>	2	1	1
3. <i>Hmong</i>	1	0	1
<b>Classified Staff: Please Fill Out (List Specific Language Needed)</b>			
1.			
2.			
3.			
4.			
5.			