# Los Angeles Unified School District
## Request for Freeze Exemption: Staffing

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

- ☐ Create a new position
- ☐ Close a position
- ☐ Reclassify a position/class upward (classified)
- ☐ Reallocate the salary of a position upward (certificated)

- ☐ Open a limited-term assignment
- ☐ Change in hours (classified) (from ___ to ___)
- ☐ Change in Basis (from ___ Basis to ___ Basis)
- ☐ Fill an existing non-school-based position

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Current/Most Recent Incumbent (if applicable)          Branch/Division

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Class Title/Class Code          Bargaining Unit (if applicable)          Maximum Salary Range/Schedule          Basis

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Location Name          Location Code          Office/Cubicle #          Position Control Number

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Funding Source:  Program Name & Code          Federal %          General %          Bond %          Other %

**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 at a minimum ten typical duties that will be assigned to this position. (_For classified positions_, please do not copy duties 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. If multiple funding sources, please provide list of cost distribution (include program name, code, Fed. %, Gen. %, Bond %, and Other %). If grant funded, please specify the duration of the grant.
5. _For new position requests,_ describe how the responsibilities of this position are currently being fulfilled.

**Signatures Required**:

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Branch/Section Head          Date          Division Head/Local District Superintendent          Date

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Contact Person (print)          Phone          Fax & Email

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☐ Approved          ☐ Not Approved          ☐ Additional Information Needed




Austin Beutner, Superintendent of Schools                    Date

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_**SUBMIT CERTIFICATED REQUESTS TO**_:  Leon Reyblat, Human Resources, leon.reyblat@lausd.net fax: (213) 241-8418
_**SUBMIT CLASSIFIED REQUESTS TO**_:  Wendy Guzman, Personnel Commission, wendy.guzman@lausd.net fax: (213) 241-6803

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