



**City of Somerville**  
Personnel Department Requisition Form

Department: <u>Department of Public Works</u> Division: <u>DPW Buildings</u> Job Title: <u>DayTime Supervisor of School Custodian</u> <small>(If Applicable)</small> New Position <input checked="" type="radio"/> Resignation/Separation <input type="radio"/> Promotion/Upgrade <input type="radio"/> Existing position to replace: _____ <small>(Employee Name or N/A)</small> Promotion/Upgrade for: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">For Personnel Use New Positions</td> </tr> <tr> <td style="text-align: center;">Req#</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">PLSA Exempt</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">PLSA Non-Exempt</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">ERO Class</td> <td></td> </tr> <tr> <td style="text-align: center;">ERD Position</td> <td></td> </tr> </table>	For Personnel Use New Positions		Req#		PLSA Exempt	<input type="checkbox"/>	PLSA Non-Exempt	<input type="checkbox"/>	ERO Class		ERD Position	
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Choose either "Non-Union" or "Union" and include Grade/Step. Use "N/A" if does not apply to position.													
<input type="radio"/> Non Union Grade: ____ / Step: ____ <input checked="" type="radio"/> Union Union Name <u>SMEA D</u> Grade <u>C</u> / Step <u>1</u> <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary From: _____ To: _____ <input checked="" type="radio"/> FT 40 hrs./wk. <input type="radio"/> PT 90-99 hrs./wk. <input type="radio"/> PT 20-29 hrs./wk. <input type="radio"/> PT 1-19 hrs./wk. Rate of Pay: \$ <u>62,434.69</u> <input type="radio"/> Hourly <input checked="" type="radio"/> Yearly <input type="radio"/> Monthly    Shift Differential: _____ Schedule (Days/Hours per week): <u>M-F</u>													
Complete Section A if position is paid by City Appropriations or Section B if position is funded by Grants													
<b>Section A - City Budget</b> Department ORG#: <u>0140751</u> Object #: <u>511000</u> Earliest Start Date: _____ Existing Budget    Yes <input type="radio"/> No <input type="radio"/> - If no, please describe and document source of available funds: _____ _____													
<b>Section B - Grant Funded</b> Department #: _____    Object #: _____    Cost Center: _____ Existing Grant    Yes <input type="radio"/> No <input type="radio"/> - If no, please attach a copy of grant award and budget													

Requisition Form Completed by: <u>Stephanie Estrota</u>	Date: <u>2/11/22</u>
Department Head Signature: <u>Jill Lathan</u>	Date: <u>2.12.22</u>
Personnel Director Signature: <u>[Signature]</u>	Date: <u>2/15/22</u>
City Auditor Signature: <u>[Signature]</u>	Date: <u>2/17/22</u>
Mayor Signature: <u>Kayana Ballastyne</u>	Date: <u>2/17/2022</u>