

**ST. LUCIE PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**New or Additional Staffing  
Allocation Request**

**Directions:** Prepare the information below and submit the request for new or additional staff positions. If approved by the Staffing Allocation Request subcommittee, it is the responsibility of the department requesting the position to work with Human Resources to advertise and fill the position(s). If the position requires a new job description, or a revision to an existing job description, PER0175 Job Descriptions – New and Revised Approval Request Form must be submitted.

To be completed by the Department requesting New or Additional Staffing Allocation:

Allocation:             New             Additional

Position Title: \_\_\_\_\_

Fund Source: \_\_\_\_\_

Justification for new or additional staffing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Cost Center Head

\_\_\_\_\_  
Date

**APPROVAL:**

\_\_\_\_\_  
Signature of Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Administrator

\_\_\_\_\_  
Date