

TEMPORARY STAFFING REQUISITIONS TIMELINE

Temporary staffing requisitions are available from the Human Resources Office. Start date for the staffing requisition should be the day after the board meeting.

Temporary employees cannot begin work until the staffing requisition has been approved at the Board of Trustees meeting. All temporary staffing requisitions will need to be listed on the board agenda which goes out at least 7 days prior to the board meeting. Listed below is the schedule for the board packet mailings.

PACKET REVIEW	PACKET MAIL-OUT	BOARD MEETING
September 1, 2004	September 3, 2004	September 13, 2004
September 24, 2004	September 28, 2004	October 5, 2004
October 22, 2004	October 26, 2004	November 2, 2004
November 24, 2004	November 30, 2004	December 7, 2004

This list will be updated when the new board schedule is approved for 2005.