

## INSTRUCTIONS FOR STAFFING REQUEST

1. Complete Name of School
2. IRN Number for School
3. Contact Name- Should be the person who understands the position needs as Jim Marion/HR will be reaching out to them with questions.
4. Contact Email-Business or personal email of person above
5. Title of Position being requested (Teacher(area), Intervention Specialist, Social Worker, Mental Health Specialist, Aide, Tutor, etc.)
6. Length of employment
  - a. Less than a year (during FY22 or FY23)
  - b. 1 Year (FY22 or FY23)
  - c. 2 Year (FY22 and FY23)
7. Hourly/Salary
8. Salary or hourly-Days per Week- This item will be used to determine benefits that may be offered to the person being employed and to meet Retirement System and/o FLSA requirements.
9. Salary or Hourly- Hours/week=This item will be used to determine benefits that may be offered to the person being employed and to meet FLSA requirements
10. Location-this is very important for appropriate City Taxes being withheld as required by Ohio Law.
11. Position to be filled by ESC or Contractor
  - a. If to be filled by ESC, do you have a candidate for this position?
    - i. If yes, please indicate Candidate's name and email. The Candidate will be sent an EANS ESC COG application to complete.
    - ii. If no, ESCCO will contact the contact person named above for posting information
  - b. If it is to be filled by a contractor, you will be asked to indicated the contractor you would like to work with for this position.
  - c. ESC Reserves the right to fill the position by using a contractor.
12. Notes- Any comments you think the ESCCO Staff should know about the request.