



Request for Posting – Support Staff Administrative Procedure 2.A.87B

2.0 Human Resources
2.A Foundations

Board Governance Policy Cross Reference: 2

Legal Reference: N/A

Date Adopted: March 2019

Date Amended: September 2023

Support Staff Posting

Note: CUPE positions require a 5-day internal posting

School/Location: _____

Type: ☐ Temp ☐ Regular

☐ EA

☐ Library

☐ Caretaker

☐ Secretary

Position:

☐ Head Caretaker

☐ JK Instructor

☐ Maintenance

☐ Courier

☐ Mechanic

☐ Bus driver

☐ Bus Driver Trainer

No. of hours: _____

Time of day: _____

**Requested
start date:** _____

End date (if known): _____

☐ **New position:** _____

☐ **Medical leave for:** _____

☐ **Resignation / retirement for:** _____

Internal Use Only

Closing date (internal): _____

Closing date (external): _____

Post:

☐ Interlake Spectator

☐ Free Press

weeks posting: _____