



Genesee Education Consultant Services

Human Resources

Request to Hire (RTH)

◆Date: _____

◆REQUIRED FIELD

REP information is REQUIRED to provide funding for schools. Please contact your district's Human Resource Department in order to complete the REP section on this form. IF DEGREE/CERTIFICATE IS REQUIRED FOR POSITION, PLEASE HAVE EMPLOYEE SEND GECS THE INFORMATION.

NEW EMPLOYEE –OR- ADDITIONAL ASSIGNMENT IS BEING ADDED TO CURRENT EMPLOYEE

Please Check One:

New Employee

Additional Assignment for Current GECS Employee

◆Employee Name: _____
(Last, First, Middle Initial)

◆School District/Department/Location: _____

◆Position Title: _____

Job Posting #: _____ ◆Hourly/Daily Rate (circle one) : _____
(If employee is salary, please fill out "Salaried Employee Contract Information" along with this form)

◆Type of Employment (Please check ALL that apply): Full-Time Part-Time Temporary Grant Funded

◆Calendar Year ____ (# of Days) School Year ____ (# of Days) | Seasonal: Fall Winter Spring Summer

◆Scheduled hours per day: _____ Scheduled days per week: _____ Scheduled hours per week: _____ Effective Start Date: _____

◆Employee eligible for:

- Medical coverage (district will be invoiced): Yes No
- Dental Coverage (district will be invoiced): Yes No
- Vision Coverage (district will be invoiced): Yes No

◆Enhanced Benefits (i.e. PTO, Sick, Personal, Vacation, Paid Holidays): No Yes (Please send details to GECS): _____

◆Was a degree/certificate of any kind required for the employee to fill this position? No Yes _____

Employee's Supervisor: _____ Department Director: _____ Acct/PO#: _____

◆◆REP Information◆◆

THIS SECTION IS REQUIRED TO BE COMPLETED

Building Code: _____
 REP Assignment Code: _____
 FTE: _____
 Function Code: _____
 Grade or Setting (If Required): _____
 Additional REP Information GECS might need: _____

◆ Department Director Approval (Signature): _____ Date: _____