

CITY OF NEWTON
JUSTIFICATION TO POST
POSITION
(REV July 2019)

Department: _____ Date: _____

Title: _____ Grade: _____ Salary/Range: _____

Full-time Part-time with benefits Part-time without benefits

Civil Service Permanent Temporary Seasonal

No. of vacancies: _____ Suggested start date: _____ If temp, end date: _____

Job description on file with Human Resources Attached

Justification to post position only:

Previous incumbent: _____ Employee no.: _____

Retired Resigned Terminated Promoted Other _____

Previous incumbent's last day in position: _____

Requesting permission to post position and interview applicants only. We will not fill position until appropriation has legally been made and that there are sufficient funds available to pay employee(s) for the balance of the fiscal year or term of employment and that the position(s) to be filled has been authorized under the provisions of Section 2-107 of the City Ordinances.

Department Head	Title	Date

Approvals:

Chief Financial Officer Date

Director of Human Resources Date

Mayor Date