



# SOUTH JERSEY TRANSPORTATION AUTHORITY EMPLOYEE REQUISITION FORM

DATE OF REQUEST:

POSITION TO BE FILLED:

PERSONNEL STATUS:  FULL-TIME  PART-TIME  SEASONAL

DEPARTMENT:  DIVISION:

SALARY RANGE\* (NON-UNION):  -OR- BARGAINING UNIT (UNION):

*\*Salary range is only provided for NON-UNION positions only and is typically a \$5000 range below maximum starting annual salary up to anticipated starting annual salary (for PT positions please provide the specific starting hourly rate)*

IS THIS REPLACEMENT FOR AN EXISTING POSITION:  YES  NO

NAME OF PERSON WHO IS SEPARATING/SEPARATED AND JOB TITLE (if applicable):

**FLSA STATUS (For Non-Union Positions Only)**  
*Please indicate the intent of the employee's status under FLSA. Please note the final designation under FLSA may differ based on a review of the current job description by Authority's Legal Counsel.*

- EXEMPT – the position is exempt from overtime rate of pay for hours in excess of 40 hours
- NON-EXEMPT – the position is not exempt from overtime and will receive compensation for hours worked in excess of 40 hours physically worked

FISCAL YEAR  ORGANIZATION NUMBER:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(DEPARTMENT DIRECTOR)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(CHIEF OF STAFF)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(DIRECTOR OF FINANCE)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(EXECUTIVE DIRECTOR)

**HUMAN RESOURCE USE ONLY**

DATES POSTED: \_\_\_\_\_ to \_\_\_\_\_

EEO Function:  02 – Streets & Highways  12 – Utilities & Transportation

Risk Code:  Street or Road  Bus Company Drivers  Firefighter  Clerical

EEO Class :  1- Officials/ADM  2- Professionals  4- Protect/Serv  6- Admin Support  
 7- Skilled Craft  8- Serv/Maint.