Hiring Freeze Exemption Request

The Hiring Exemption Request form must be completed for all General Fund positions not listed as an exempt position in accordance with the Budget resolution. Please refer to the Budget Resolution for the list of exempt position classifications. Please return this form to Human Resources, attention to: Dora Chavez, ext. 6258.

Section A

Date Submitted: _____ Position Number: _____

Submitted By: _____ Position Title: _____

Department: _____ Date of Vacancy: _____

Cost Center: _____

Section B

1. Does this request directly impact a Countywide Strategic Plan performance measure? If so which measure is impacted? What is the anticipated performance impact if the position is not filled?

2. Does this request impact a Department Strategic Goal and/or Annual Performance Measure which is included in the departmental Strategic Business Plan? If so which measure is impacted? What is the anticipated performance impact if the position is not filled and the plan assigned to this position. Please be specific.

3. Please describe any other anticipated service delivery and/or customer impacts anticipated if this position is not filled? Be specific and add related performance data/information as needed.

4. Please indicate if any of the following alternatives options are available:
   a. Reimburse the County General Fund with special revenue monies equal to the amount of the position's salary? ☐ Yes ☐ No
   b. Reassign existing employees? ☐ Yes ☐ No

If you responded as "No" to either question above please explain.

Recommendation by Designated Approver

(This section will be completed by the designated approver.)

Approved, request meets exemption criteria ☐

Denied, request does not meet exemption criteria ☐

Signature: _____ Date: _____