

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL  
SERVICES**

Bureau of Human Resources

February 15, 1995

**HUMAN RESOURCES MEMORANDUM 3-95**

**TO:** Directors of Administrative Services, Agency Personnel Managers

**SUBJECT:** New Hiring Freeze Exemption Request Form

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Attached is a new form that is to be used to request exemptions to the Governor's hiring freeze. Please start using this new form immediately.

You may reproduce this form or duplicate the form on your own word processing software to meet your needs. If you duplicate the form on your own software, you must ensure that all sections are identical to those on this form.

Thank you.

  
NANCY J. KENNISTON, DIRECTOR  
Bureau of Human Resources

Enclosure

# REQUEST FOR EXEMPTION TO HIRING FREEZE

Agency/Department		Company #	Date
Job Class Title		Job Class Code	Position #
<input type="checkbox"/> % of General Fund  <input type="checkbox"/> % Other Funds	Date Position Vacant	Reason	
<b>Level of Work (Select One)</b> <input type="checkbox"/> Management <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory			
<b>Type of Work (Select One)</b> <input type="checkbox"/> Patient Care <input type="checkbox"/> Public Safety & Health <input type="checkbox"/> Other <input type="checkbox"/> Inmate Custody & Control <input type="checkbox"/> Direct Social Services			
<b>How is work being performed now?</b> <input type="checkbox"/> Overtime (weekly cost \$ _____) <input type="checkbox"/> Position Currently Filled <input type="checkbox"/> Not being performed <input type="checkbox"/> Divided among others			
Why is the Commissioner recommending the hiring freeze be waived? Please address all alternatives considered for accomplishing the Agency's mission without additional hiring?			
Date	Commissioner		
Recommend DAFS			
Final Action - Governors Office			