

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL  
SERVICES**

Bureau of Human Resources

April 19, 1995

**HUMAN RESOURCES MEMORANDUM 4-95**

**TO:** Agency Personnel Officers and Managers

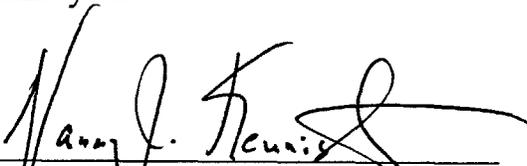
**SUBJECT:** Change to Hiring Freeze Exemption Request Form

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Attached is an amended Request for Exemption to Hiring Freeze form. This new form contains an additional box that asks for the geographic location of the position (located just below "Date Position Vacant").

Please use this amended form for all future requests.

Thank you.

  
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NANCY J. KENNISTON, DIRECTOR  
Bureau of Human Resources

# 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  Location of Position		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					