

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL
SERVICES**

Bureau of Human Resources

April 24, 1995

HUMAN RESOURCES MEMORANDUM 5-95

TO: Agency Heads, Directors of Administrative Services, Agency Personnel
Officers and Managers

SUBJECT: New Hiring Freeze Exemption Form

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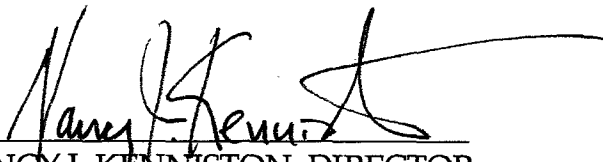
Enclosed is a modified hiring freeze exemption form (Form PER 119C) that replaces all previous versions of this form and must be used for all future exemption requests.

This new form adds information that the Governor's Office will use to review each request, and requires all agencies to provide specific alternatives to filling the vacancy, along with the pros and cons associated with each alternative.

The form also requires an organizational chart, specifying the positions immediately above, below and beside the vacant slot.

Agencies may reproduce this form or place the form on local word processors. This new form is two pages, printed front and back. Please print forms front/back when submitting hiring freeze exemption requests.

Thank you.



NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources

Attachment

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 for Vacancy	
Level of Work (Select One) <input type="checkbox"/> Management <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory					
Type of Work (Select One) <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					
How is work being performed now? <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. See back of form for format or use as a worksheet.					
Position Location		How many other similar positions in this location			
Has this position been previously submitted for Hiring Freeze Exemption since January 3, 1995? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ Result: _____					
Please draw an organizational chart on reverse showing all positions immediately above, below, and beside the vacant slot					
Date		Commissioner			
Recommend DAFS					
Final Action - Governors Office <input type="checkbox"/> Freeze Position <input type="checkbox"/> OK to fill					

Alternative 1	
Pros	Cons
Alternative 2	
Pros	Cons
Alternative 3	
Pros	Cons
Alternative 4	
Pros	Cons
Draw Organizational Chart Here	