

## HIRING FREEZE WAIVER REQUEST FORM



Complete one form for each position and submit the completed form to the County Administrative Office. *(If the recruitment fails, waiver must be sought again to re-recruit for General Fund positions.)*

Department Title: [Click or tap here to enter text.](#)

Budget Unit #: [Click or tap here to enter text.](#)

Position Title: [Click or tap here to enter text.](#)

Previous Incumbent: [Click or tap here to enter text.](#)

Request is to fill position as:  Permanent  Extra Help

Funding Source: [Choose an item.](#)

[Click or tap here to](#)

General Fund

When did or will [Grant \(provide details below\)](#) [tap here to enter text.](#)

Justification for [Other \(provide details below\)](#) [enter text.](#)

Department Head: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

### COUNTY ADMINISTRATIVE OFFICER TO COMPLETE

Approved

Conditions of Approval, if any: [Click or tap here to enter text.](#)

Denied

Reason for Denial: [Choose an item.](#)

Other: [Click or tap here to enter text.](#)

Susan Parker, County Administrative Officer: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

*Distribution*

*Original: Human Resources*

*Copy: Requesting Department Head*

### HUMAN RESOURCES TO COMPLETE

*Extra Help & Permanent Positions*

Entry into database by [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

*Permanent Positions*

Scanned to Requisition # [Click or tap here to enter text.](#)

Entry into database by [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

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Budget Unit #: [Click or tap here to enter text.](#)

Position Title: [Click or tap here to enter text.](#)

Previous Incumbent: [Click or tap here to enter text.](#)

Request is to fill position as:  Permanent  Extra Help

Funding Source: Choose an item.

[Click or tap here to enter text.](#)

When did or will the position become vacant? [Click or tap here to enter text.](#)

Justification for approval of waiver: [Click or tap here to enter text.](#)

Department Head: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

### COUNTY ADMINISTRATIVE OFFICER TO COMPLETE

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Distribution [Click or tap here to enter text.](#)  Department Head

- Budget or funding issues
- No urgency / Not critical to operations
- Incomplete or insufficient justification
- Policy or legal incompatibility
- Not exempted by law or BOS direction

### HUMAN RESOURCES TO COMPLETE

#### Extra Help & Permanent Positions

Entry into database by [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

#### Permanent Positions

Scanned to Requisition # [Click or tap here to enter text.](#)

Entry into database by [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)