

GENERAL SERVICES AGENCY
Request to Hire/Promote/Extend Extra-Help Memorandum

TO: _____ DATE: _____
FROM: _____ CHARGE TO BUDGET UNIT: _____
SUBJECT: Request to Hire/Promote/Extend POSITION TITLE: _____

Payroll Title (If Other Than Above): _____ Number of Openings: 1

☐ **REGULAR ALLOCATION** Under fill : ☐ Yes ☐ No

Replaces: _____ Date Vacated: _____ ☐ New allocation

Type of Recruitment: ☐ Open

☐ Promotional

☐ County – Wide

☐ Agency – Wide

☐ **UNDERFILL PROMOTION** ☐ Agency Promotional ☐ Recruitment

☐ Recruitment Not Needed (must have been hired in multilevel recruitment stating agency can promote when candidate meets MQs for next level)

If recruitment not needed, Employee Name and ID: _____

☐ **EXTRA – HELP** (720 Hrs – must interview from eligibility list if list exists) ☐ **INTERMITTENT** (1663 HRS – must be hired from eligibility list)

Hours Requested: _____ Starting Date: _____ Ending Date: _____

☐ Special Project

☐ Seasonal Work

☐ Fill behind LOA

☐ Other _____

Description of Special Project / Seasonal Work/employee on

LOA: _____

☐ **Extension Request** (granted only by the HR Director in special circumstances. Refer to Section 1103 of the Personnel Rules and Regs for details regarding extra help and intermittent employees.)

Justification: _____

☐ **INTERMITTENT to REGULAR STATUS** (meet criteria in Section 1108 Personnel Rules and Regulations)

☐ **TEMPORARY to REGULAR STATUS** (Hired in a TN position number to fill behind long term absence of Reg EE)

Employee Name and ID: _____ Effective Date _____

Schedule and Shift Hours: ☐ Full Time (40 hrs/wk) ☐ Part Time Hrs/wk: _____

☐ 4/10 ☐ Monday Off ☐ Friday Off

☐ 9/80 Off Day: ☐ 1st Friday ☐ 2nd Friday ☐ 1st Monday ☐ 2nd Monday

Shift Starts: _____ Ends: _____ ☐ Variable Hours

Location: _____ Supervisor Name and ID: _____

IMPACT OF NOT APPROVING: _____

Contact Person for Interviews: _____

PHONE: _____

Authorized Signature: _____

Comments: _____

Signature of Deputy Director,
Administration _____

Date: _____