

**ADMINISTRATIVE RECOMMENDATION ON
REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION**

Date: 6/4/19

Department Name: Administration

Division: Facilities Maintenance

Budget Unit: 1074

Classification: Facilities Maintenance Director

A. POSITION DATA:

1. Regular Extra-help 2. Full-time Part-time

Monthly Salary Range:

Requested Effective Date: 08/19/2019

Step Requested: A

(must budget for C to allow for all hiring possibilities)

B. ADMINISTRATIVE RECOMMENDATION:

- FILL POSITION AS REQUESTED
- FILL POSITION AFTER _____ DAYS (LEAVING TEMPORARILY VACANT)
- RECOMMEND THAT POSITION REMAIN VACANT
- OTHER RECOMMENDATION:

C. Justification for hiring exemption:

See submittal by department

D. AUTHORIZED SIGNATURE


CHIEF ADMINISTRATOR

6/5/19
Date