

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

Date: 6/4/19

Department Name: Administration

Division: N/A

Budget Unit: 1011, 1025, 1076, 1081, 1101

Classification: Administrative Services Director

A. POSITION DATA:

1. Regular Extra-help

2. Full-time Part-time

Monthly Salary Range:

Requested Effective Date: 08/06/2019

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