

# Hiring Freeze Exemption Request form

In a May 13, 2020, memorandum to agencies, the Office of Financial Management issued instructions on how to request an exemption beyond exceptions described in the memo. Completed forms must be signed by the agency director and submitted to OFM at [Hiringfreeze@ofm.wa.gov](mailto:Hiringfreeze@ofm.wa.gov). **Exemption requests will not be processed without the agency director's signature.**

## Request Information

Date of request: Agency:  
Contact name: Contact phone:  
Contact email:

## Position Information (If multiple positions in the same job classification, submit requests on one form.)

Position number(s):  
Job classification (title and code):  
Number of positions with this job classification? How long has the position(s) been vacant?  
Number of incumbents currently in this job classification?  
Permanent or non-permanent appointment? Permanent Non-Permanent  
Budget(s) used to fund this new hire: Operating Capital Transportation  
Fund source (account):

## Critical Nature of Position(s)

Explain how this request involves critically necessary work of your agency.

What is the barrier to distributing the workload to existing staff?

What are the consequences of not filling the position(s)?

## Agency Approval

Director's Signature (required): Date:

Submit signed form by email to: [Hiringfreeze@ofm.wa.gov](mailto:Hiringfreeze@ofm.wa.gov)

## OFM Action

Approved: Request meets exemption criteria Denied: Request does not meet exemption criteria  
OFM State HR Assistant Director's Signature: Date: