

Hiring Freeze Exemption and Exception Evaluation Form

Agencies are encouraged to use a form to process exemption requests. Please feel free to tailor this document to fit your needs.

Note: Both Exemption and Exception requests must have approval from the agency head and this authority cannot be delegated.

Request Information

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

Position Information

8-digit HRMS Position number(s):
Job classification title:
Job classification 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):

Exemption

Does this position meet the requirements for automatic exemption? Yes No

(If **yes**, complete the next question then proceed with agency head approval section below. If **no**, continue filling out the form following the hiring freeze exception process.)

What category of exemption does this position meet? (If unsure, review the [Hiring Freeze Q&A](#)):

Public Health and Safety Revenue Generating
100% Federal or 100% Bonds in the Capital Budget
Other (Explain):

Exception Process

Exception Process is required if the position does not meet the automatic exemption criteria in the section above.

Position Justification:

What is the critical function of this position, and how is it essential to the agency's mission and operations considering current budget constraints?

Impact of Vacancy:

What are the risks and impacts of not filling this position?

Budget and Urgency:

How does filling this position align with current budget constraints? Why is it critical to fill this position immediately rather than waiting until the freeze is lifted? Include any time-sensitive factors.

Review of Alternatives:

What alternative solutions have been explored and why are they not a viable temporary solution?

Hiring Manager Attestation

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature images.

Hiring Manager's Signature (required):

Date:

Agency Head Action

Approved - Request meets exemption or exception criteria and is critically needed to hire at this time

Denied - Request does not meet exemption or exception criteria and/or is not critically needed to hire at this time

Please type your full name in the signature fields. **Do not** use E-sign features or insert signature image.

Agency Head Signature (required):

Date: