

REQUEST FOR HIRING EXCEPTION
(not to be used for new position requests)

PART I

Date of Request Name of Requester Email Address

Name of Department Name of Division

Total estimated budget for this request Vice President Dept No.

PART II

A. Type of Exemption:

Backfill of vacant position Temporary (Wage) position Student/GRA Other, Specify

B. Responsibility that meets exemption criteria:

Direct, hands-on 24-hour patient care Emergency response and/or public safety

Revenue generation Core functions of department's statutory mission

Essential function that will result in more overtime costs than position savings

Essential function that will result in significant savings due to termination of existing temporary agency staff/contractor

C. Detailed justification as to why this position meets the above criteria (add attachments if needed):

D. Consequence if exemption is not granted:

E. Can the duties be performed by any of the following?

Yes No Consolidate into an existing position? Yes No Change to part time (less than 30 hours per week)?

Yes No Redistribute to other positions? Yes No Temporary acting capacity by existing personnel?

If not, please explain why the above reasons are not appropriate.

F. Position Data:

Position #: Requested Eff. Date: Position Title:

G. Signature:

I certify that the above requested action has been evaluated and that the needs described cannot be met in any other manner than by obtaining this exemption.

Requester's Signature: Vice President's Signature

Email completed form to Michelle Lamb Moone, Senior Director, Talent Management, Office of Human Resources, michelle.moone@howard.edu.

OHR USE ONLY.

Request Approved by Vice President and Chief Human Resources Officer (or Designee): Yes No

CHRO/Designee Signature: Approval Date