

REQUEST FOR PERSONNEL FORM

This form should be completed by the department head who wishes to hire an employee.

Requested Position: _____ FT or PT _____

If part time, expected number of hours employee will work per week:

Will the hiring of the new employee result in the creation of a new position?

Yes _____ No _____

If no, which employee will be replaced? _____

NOTE: Approval of request for personnel is contingent upon the receipt of a separation notice for the employee to be replaced.

If yes, explain why the new position is needed. _____

Department Head

Approved, BOC

Date

Date

Request will be final on date approval is granted.

VOTE: Upon gaining approval, position should be advertised in The Hartwell Sun for two weeks. When employee has been hired, please direct him/her to the Board of Commissioners office to complete all necessary paper work.