

AUTHORIZATION FOR EMPLOYMENT, REHIRE AND PROMOTIONS

Date: _____

Department: _____

Job Title: _____

Union Affiliation: _____

Salary Range: _____

Account Code: _____

Hours Per Week: _____

Explanation for Request: _____

Position Vacated By: _____

Date Vacated: _____

Budget Amount: _____ Budget Approval: _____
Director of Finance

Start Date: _____
Department Head

Approval Date: _____
Personnel Director

Approval Date: _____
City Manager

Position Filled By: _____

Department Heads should talk to the Director of Human Resources if they need to fill a position within 14 days.