

PERSONNEL TRANSACTION FREEZE EXCEPTION REQUEST

Date: _____ **Department of Corrections/131** Facility/Unit _____

Current Position Title and Code: _____ PIN _____

Position Type (check appropriate blocks)

Full Time Part Time ____% Classified Unclassified/Exempt Temporary Appointment

Transaction Type (check all that apply):

Fill a vacant position (new hire/interagency transfer, internal promotion/demotion/transfer, reinstatement)

Name of previous incumbent/Date vacated/Reason position vacated (if vacancy is anticipated, report name of current incumbent, anticipated date of vacancy, and reason position will be vacated)

Name: _____ Date: _____ Reason: _____

Detail to special duty

Reallocation of a position (if this may result in the promotion of incumbent, check here and provide name of affected incumbent) Name: _____

For reallocation, provide projected job title and job code:

Job title: _____ Job code: _____

Transaction Cost: Monthly salary range: _____ Projected effective date: _____

Estimated monthly cost (increase or decrease) of requested action:

No change Increase of: \$ _____ Decrease of: \$ _____

Special Conditions Requiring this Exception:

Facility/Unit Head Signature & Date

Division Manager/Administrator Signature & Date

Associate Director Signature & Date

Central Human Resources Review

The Department of Corrections currently has _____ active FTE and _____ filled FTE resulting in a _____% vacancy rate.

Signature: _____ Date: _____ See Attached: _____

Director's Approval

Director Signature: _____ Date: _____ Approved Rejected

Reason: _____

Cabinet Secretary Signature: _____ Date: _____ Approved Rejected

After approval, insert name and EMPLID# of person affected: Name: _____ Empl ID#: _____