

Request for Hiring Approval

Effective April 15, 2020, a hiring freeze was implemented to include all vacant or soon to be vacant classified, exempt, and temporary positions, including positions that are currently under recruitment. Requests will be reviewed by the Department of Human Resources and the Position Pool Committee. Recommendations for approval will be forwarded to the Secretary of Administration for a final decision. This form must be completed with all appropriate signatures and related documentation.

The standards for approving a position to fill per Act 120, Sec A.2.(1) are “that filling the position is critical for State operation or pandemic response.” In addition, per Act 120, the “Secretary of Administration shall notify the Legislative Joint Fiscal Committee of any approved hiring that takes place from July 1 through September 30, 2020.”

Return this form to DHR.HiringFreeze2020@vermont.gov and copy your [DHR Field Manager](#)

Agency/Department/Division/Program: _____

Requester name, phone, email: _____

Department HR manager name, email: _____

Job title: _____ Pay Grade: _____

Position number: _____ Date of vacancy: _____

Position type: (classified, temporary, exempt): _____ Location: _____

Total annual cost for this position including salary and benefits: _____

Are these costs fully budgeted? Yes No

Indicate source of funds: % General _____; % Federal _____; % Special _____; % Other _____

(Please provide title of federal grant funds or names/types of fees for Special Funds/Other. You may provide fund balances if appropriate.)

Please clearly explain how the position is critical for State operations or pandemic response as described in the July 13, 2020 “[Hiring Freeze Update](#)” memo.

Provide a rationale why the work cannot be distributed to similar job class positions, or other reconfiguration of resources, rather than proposing a new hire? Explain what internal evaluation was done prior to making the request to fill?

Please explain the steps your department will take if this position is not filled in the next 3 to 6 months.

Describe the organization structure immediately surrounding this position. Include similar positions and the number of vacancies within this job series, work unit/division.

What is the Department's plan to pay for the position as it relates to the FY 21 and FY 22 budget decisions?

Please list the top five major job duties, highlighting the duties of this position that are directly supporting critical state operation or the pandemic.

Appointing Authority Signature: _____ Date _____
(Must be signed by Department Head or Agency Secretary)

AOA Decision

Approved Signature and Date _____