

# Hiring Exception Request Form

<b>Position Title:</b>	
<b>Position Number/OPS Job Code:</b>	
<b>Department:</b>	
<b>Division:</b>	
<b>Submitted by:</b>	
<b>Contact Information:</b>	

**Reason for Exception** (Select any that apply)

Position is critical to:	<input type="checkbox"/>	Campus and personal health and safety
	<input type="checkbox"/>	Compliance with federal, state and local laws and regulations
	<input type="checkbox"/>	Delivery of essential University services
	<input type="checkbox"/>	Courses necessary for timely graduation
	<input type="checkbox"/>	Advancement of the academic mission
Funding Source and Distribution:		
Proposed start date:		

**Criteria:** (Please use attachments if necessary)

Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations.	
Explain the negative impact on essential or critical business operations of suspending, delaying, or freezing the requested action.	
Explain the other methodologies and/or options that have been explored and exhausted to avoid the exception request.	

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<b>Position Number</b>	
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Explain how the job responsibilities of the position are currently being fulfilled.

Explain the responsibilities that can be performed by other staff.

Explain the stage of the hiring process for the position requested (if applicable).

What other positions are being held vacant in the department?

## Approval Signatures

\_\_\_\_\_  
Dean, Director, or Department Head approver

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Renisha Gibbs  
Associate Vice President for Human Resources and F&A Chief of Staff

\_\_\_\_\_  
Date

Please submit this form for review and approval via DocuSign ([docusign.fsu.edu](https://docusign.fsu.edu)). In DocuSign, check the box for "set signing order", and add Renisha Gibbs ([rgibbs@fsu.edu](mailto:rgibbs@fsu.edu)) with action "needs to sign". Then, add Amy Espinosa ([amy.espinosa@fsu.edu](mailto:amy.espinosa@fsu.edu)) as the last recipient with action "receives a copy". Enable the check boxes for approval/denial in DocuSign when submitting the form.