

Hiring Exception Request Form

This form is required to request an exception to the hiring freeze and/or request a start date prior to 8/03/2020.

Position Title:	
Position Number/OPS Job Code:	
Department:	
Division:	
Submitted by:	
Contact Information:	
Exception to Advertisement:	

Reason for Exception (Select any that apply)

Position is critical to:	Campus and personal health and safety
	Compliance with federal, state and local laws and regulations
	Delivery of essential University services
	Courses necessary for timely graduation
	Advancement of the academic mission
Funding Source:	
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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Position Number	
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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 funding sources that support the position and the proposed funding distribution

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

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). In DocuSign, check the box for “set signing order”, and add Renisha Gibbs (rgibbs@fsu.edu) with action "needs to sign". Then, add Amy Espinosa (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.