

REQUEST TO FILL VACANCY

Position Vacancy TWO DEPUTIES
Department SHERIFF 211
Vacancy Result of: TWO RETIREMENTS

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$ _____
Sick Leave	\$ _____
Employee Retirement Recognition	\$ _____
Other	\$ _____
Total	\$ _____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.
WILL NOT BE ABLE TO START 24/7 WITHOUT OVERTIME
- 5. Explain the effects of not filling the position or discussion of alternatives.
WILL BE DIFFICULT TO MAINTAIN 24/7 SHIFTS
- 6. Provide description of departmental discussions about the vacancy.
- 7. Estimated length of time to fill the position after approval. *30 to 45 days*
- 8. Any additional comments?

Mark E. Stewart
Department Manager

1-7-21
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date