

REQUEST TO FILL VACANCY

Position Vacancy Full-Time Female Correctional Officer
Department Sheriff's Office / Jail
Vacancy Result of: Resignation

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.
Over-time hours paid to Full-time staff and extra pay to Part-time staff to cover vacancy.

5. Explain the effects of not filling the position or discussion of alternatives.

Not a newly created position. This position has recently vacated.

6. Provide description of departmental discussions about the vacancy.

Would like to advertise in-house for one week to hire a part-time employee to the full-time position.

7. Estimated length of time to fill the position after approval.

One week.

8. Any additional comments?

[Signature]
Department Manager

01/27/2021
Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date