

REQUEST TO FILL VACANCY

Position Vacancy ATV 2 Positions
Department Weed & Pest Department
Vacancy Result of: Seasonal positions

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.

N/A

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

Work will not be completed on time

6. Provide description of departmental discussions about the vacancy.

These 2 positions will go out and spray ROW'S where the trucks cannot reach.

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

1 month

8. Any additional comments?

Mig M
Department Manager

2-9-2021
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date