

REQUEST TO CREATE & FILL VACANCY

Position Vacancy Facility Worker
Department BCOAC
Vacancy Result of: Employee, 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	\$	<u>NA - Part-time</u>

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.

Lack of maintenance, cleanliness and overall facility presentation

6. Provide description of departmental discussions about the position.

N/A

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

30 days - existing employee can train

8. Any additional comments?

Position is currently budgeted for 988 hours a year

5/29/19


Department Manager

Date

Request for creating & filling of vacancy: _____ Approved _____ Denied

Chair, Brookings County Commission

Date