

REQUEST TO FILL VACANCY

Position Vacancy Temporary Election Worker (2)  
Department Finance  
Vacancy Result of: COVID 2 people decided not to work

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.
5. Explain the effects of not filling the position or discussion of alternatives.  
We have to fill this position to be able to get all of our work completed
6. Provide description of departmental discussions about the vacancy.
7. Estimated length of time to fill the position after approval.
8. Any additional comments?

Wicki Busech  
Department Manager

4-14-2020  
Date

Request for filling of vacancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date