

REQUEST TO FILL VACANCY

Position Vacancy 3 temporary Election Workers
Department Finance Office
Vacancy Result of: Election being over

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

1. Job Description Running Absentee Voting for General Election.

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.

We wouldn't be able to run the election as well as we could.

6. Provide description of departmental discussions about the vacancy.

N/A

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

N/A

8. Any additional comments?

Needs to be filled immediately
Jenna Byrd _____ 8/4/2020 _____
Department Manager Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date