

m ***Hiring, Transfers, and Promotions***

EMPLOYEE ACTION REQUESTS

TIME LIMIT ON APPROVED REQUESTS

Effective immediately, an approved EMPLOYEE ACTION REQUEST (28-1608-5021) [AM-231-1-1] will be valid for only 3 months from the date authorized by the Mayor’s Personnel Freeze Committee. This time limit applies to all City agencies.

PROPER USE OF JUSTIFICATION BLOCK

Agencies are reminded that the justification block on the EMPLOYEE ACTION REQUEST (Section D – Agency Justification for Requested Action) must contain adequate reasons for filling a position.

Statements such as the following are NOT considered to be adequate justification:

- “The employee previously in the job has been promoted.”
- “The position is vacant and we need to fill it.”
- “The employee who filled the job has resigned.”
- “We have a Public Service Employee whose funding is expiring and who needs a permanent position.”
- “We transferred the previous holder of the job.”

Agencies must provide answers to the following types of questions when completing the justification block:

- What will be the impact on the agency’s operations if the position is not filled?
- What will be the impact on the quality and quantity of services provided by the agency if the position is not filled?
- Will overtime costs increase if the position is not filled?

Additional sheets may be attached to the EMPLOYEE ACTION REQUEST if extra space is needed for the justification.

Insufficient or inadequate justification will be considered by the Freeze Committee as grounds for disapproval of the request.