



MUNICIPALITY OF MONROEVILLE

"Equal Opportunity Municipality"

Form 1000

Hire Authorization and New Position Request



Department Head _____

Date _____

Department _____

Job Site Location _____

Title of Requested Position _____

Effective Date _____

Position Classification _____

Hourly Rate _____

Number of persons to be hired in this capacity _____

Current number of department employees employed in this capacity _____

Needs Assessment:

(Attach additional sheets if necessary) _____

Expected Productivity Improvement:

(If this is a new position or an increase in the number of department employees currently employed in a particular position) - (Attach additional sheets if necessary) _____

Attach corresponding job description.

Department Head Signature

Approved/Disapproved
Recommendation

Date

Director of Personnel Signature

Approved/Disapproved
Recommendation

Date

Municipal Manager's Signature

Approved/Disapproved
Determination

Date

- 1000 Hiring of New Employees: Prior to posting or advertising of a position vacancy(ies), Department Heads are to receive documented authorization for the Municipal manager, granting authority to fill that vacancy(ies). Such documentation shall consist of Monroeville Personnel Form 1000, "Hire Authorization and New Position Request." These forms may be obtained from the Personnel Department as needed.
- 1001 Personnel Form 1000 lists routing designations at the bottom of the form. The department head making the request should forward Form 1000 to the Municipal Manger who will then forward the form to the Personnel Director.
- 1002 At the instruction of the Municipal Manager, the Personnel Director may conduct a review of the authorization request; primarily for purposes of determining whether a reassignment, part-time, temporary, or other personnel arrangement could meet the needs expressed by the Department Head and also, to determine the fiscal and organizational impact of the request.
- 1003 Upon making a determination regarding the authorization request, the Manager will so indicate and forward the copy of Form 1000 to the Personnel Director. The Personnel Director will then, inform the appropriate parties of the Manager's decision and specify necessary instruction for implementation of that decision.
- 1004 The Personnel Director shall immediately notify the Payroll Department in those instances where authorization requests are approved, supplying the copy of Form 1000 as signed by the Municipal Manager.