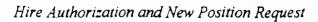


MUNICIPALITY OF MONROEVILLE

"Equal Opportunity Municipality"

Form 1000



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Department Head	Date	
Department		
Title of Requested Position	Effective Date	
Position Classification		
Number of persons to be hired in this capacity. Current number of department employees emp		
Needs Assessment: (Attach additional sheets if necessary)		
Expected Productivity Improvement: (If this is a new position or an increase in the particular position) - (Attach additional sheet		
Attach corresponding job description.		
rittaen corresponding jou description.		
	Approved/Disapproved	
Department Head Signature	Recommendation	Date
	Approved/Disapproved	
Director of Personnel Signature	Recommendation	Date
	Approved/Disapproved	
Municipal Manager's Signature	Determination	Date

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.

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.

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- 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.
- 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.
- 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.