

### Request for Exemption to Hiring Freeze

**Division:** \_\_\_\_\_

**Position Information:**

Department Name: \_\_\_\_\_

Position Number: \_\_\_\_\_ Job Code: \_\_\_\_\_ Range: \_\_\_\_\_ Dept ID: \_\_\_\_\_

CSU Classification Title: \_\_\_\_\_

Working Title: \_\_\_\_\_

Salary Range \_\_\_\_\_ to \_\_\_\_\_

**Appointment Type:** \_\_\_\_\_

Number of positions: \_\_\_\_\_

**Type of Vacancy:** \_\_\_\_\_

Prior incumbent (if applicable): \_\_\_\_\_

**Justification for Filling Position:**

Must show how it is essential to the educational mission of CSUDH. What is the impact to CSUDH if this position is not filled?

**Funding:**

Must explain how the position(s) will be funded/funding source.

**Approvals:**

Hiring Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP/Designee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_