



**COUNTY OF SAN MATEO
INTERDEPARTMENTAL CORRESPONDENCE**

LIMITED TERM POSITION REQUEST FORM

Purpose: The purpose of this form is to detail justification and request approval for a Limited Term Position. See Page 3 for instructions on where to route this request form after completion. If additional space is needed for the justifications, please create a separate document using Word or Excel and submit as an attachment.

REQUESTION DEPARTMENT INFORMATION									
Hiring Manager				Job Title					
Department			Division		Phone #				
POSITION REQUEST DETAILS									
New Request		Yes	No	Replacement		Yes	No	Position #	
Job Profile		Job Code							
Working Title		Number of Positions							
Desired Start Date		Proposed End Date							
Reason for Hiring ¹		Short-Term Special Project/Assignment							
		Short-Term Pilot Program							
		Short-Term Variation in Workload							
		Intermittent Work							
		Temporary Absence of Incumbent			Name of Incumbent				
		Implementation of Organizational Changes							
		Implementation of Technological Changes							
		Placeholder for Work-out-of-Class Opportunity							
		Transition Work that is Traditionally Outsourced							
<p>If Reason for Hiring is for a Special Project/Assignment or to staff a Pilot Program, describe IN DETAIL the special project/assignment or the program being piloted including (A) start and end date and all related timelines, (B) expected deliverable(s) or outcome(s), (C) method for evaluating outcomes. (Type NA if not applicable.)</p>									

¹ For AFSCME and SEIU Limited Term positions, please reference Section 30 of the AFSCME-SEIU Extra Help MOU for further details.

If Reason for Hiring is staffing prior to or as part of Implementation of Organizational Changes or Technological Changes, describe IN DETAIL the organizational change or technological change being implemented. Include (A) start and end date and all related timelines and (B) the role of the limited term staff in this transition. (Type NA if not applicable.)

For all other reasons, provide detailed justification on the use of limited term including expected outcome. (Type NA if not applicable.)

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Brief Description of Duties:		
Who Performs These Duties Currently/Previously:		Extra Help
		Contractor
		None
		Other:
		If other, please specify

Completing the Form for New Requests:

1. Hiring Manager completes this form and uses it to submit a Create Position request to Payroll/Personnel Coordinator (PRC). Provide answers to all the relevant questions in this form and attach all documentation related to the request before submitting to PRC. *(Alternatively, Hiring Manager may skip this form and verbally request PRC to Create Position in Workday, then to Step 2.)*
2. PRC submits a Create Position request in Workday. A Limited Term Request Questionnaire will appear in both PRC and requesting Hiring Manager's Workday inbox. The questionnaire asks the same questions as above. Either PRC or Supervisor completes the questionnaire.
3. When questionnaire is completed, Create Position request will route to Class/Comp Manager for review and approval. If approved, Create Position request routes to Department Finance Manager for final approval.

Completing the Form to Request an Extension or to Request for Replacement:

1. Hiring Manager completes this form and submits to PRC.
2. PRC creates a new requisition in NEOGOV Online Hiring Center. Use the responses provided by the Hiring Manager (in Step 1) to complete all required fields in the NEOGOV requisition form and attach all relevant documentation provided by Hiring Manager.
3. Approvers for the NEOGOV requisition **must** include HR Administrator (group)/Lisa Yapching (approver).

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