



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM
DIVISION OF HUMAN RESOURCES
HIRING FREEZE EXCEPTION REQUEST

Section A - To be completed by Department Head requesting the position

Department/Location _____	Date _____
Department Head _____	
Position Requested _____	
Employee Being Replaced/EID (If Applicable) _____	Separation Date (If Applicable) _____
Funding Source <input type="checkbox"/> General _____	Funding Source <input type="checkbox"/> Other _____
Class Code _____	PCN _____

Section B - Justification/Rationale to be completed by Department Head requesting the position

Section C - To be completed by Payroll Coordinator (Y. Barber)

Salary Range _____
Grade/Schedule _____
Days Per Year _____

Section D - To be completed by Deputy/Chief

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Deputy/Chief
_____ Date

Section E - To be completed by the Superintendent

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Superintendent
_____ Date

Return to: Jamie Wilson, Chief of HR
C: Deputy/Chief
Lisa Domzal, Position Control