



## California State University, Long Beach Request for Exception to 2010 - 2011 Hiring Freeze

This form is required to request an exception to the hiring freeze. Once completed by the college/area, the exception is to be submitted to the appropriate Vice President and the President for approval.

This form can be obtained at <http://daf.csulb.edu/forms/bhr/staffpersonnel/index.html>

**Nature of the Request** \_\_\_\_\_

Department/College/Division \_\_\_\_\_

Position Classification \_\_\_\_\_

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

PeopleSoft Position Number \_\_\_\_\_ Time Base \_\_\_\_\_

**Type of Appointment**

Recruiting/Hiring for  New Position  Existing Position  Reappoint  Temp

Estimated Annual Salary \_\_\_\_\_ Duration of Appointment \_\_\_\_\_

**Justification for Exception** (attach additional sheet if necessary):

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Request by the Vice President** The position is essential to the university's educational mission, or it is an operational necessity, i.e. critical to instruction, basic services, or significant campus priorities. This exception will not prevent the Division from participating in its current year or future year reductions.

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

Exception Log # \_\_\_\_\_