

## **INTRODUCTION**

All requests for additional or replacement personnel at the City of Taft shall be submitted to the Personnel Officer on a Personnel Requisition initiated by the requesting Department Head.

Personnel requests not submitted on an approved Personnel Requisition shall not be honored by the Personnel Officer.

## **COMPLETING THE PERSONNEL REQUISITION**

1. The initiating Department Head Shall complete the Personnel Requisition showing employee location (by department), current date and the date additional employees are needed.
2. For permanent employees, the Department Head shall enter an X in the permanent block and shall indicate the approved job title, work week (hours of work and whether the individual is subject to weekend assignments), starting salary and whether the position is full-time or part-time.
3. For temporary personnel, the Department Head shall enter an X in the temporary block and shall indicate the approved length of the temporary assignment, approved job title, work week (hours of work and whether the individual is subject to weekend assignments), starting salary and whether the position is full-time or part-time.
4. In the event of replacement of an existing employee, the Department Head shall indicate the name of the employee currently occupying the position. If the requisition is for additional personnel, the initiating Department Head need only enter an X in the new position block.
5. The requesting Department Head shall sign the Personnel Requisition Officer a minimum area.
6. Approved Personnel Requisitions shall be submitted to the Personnel Officer a minimum of 45 working days prior to the date additional personnel is required.
7. The Personnel Officer shall satisfy all Personnel Requisitions in accordance with the City's employment policy.