

REQUEST FOR APPROVAL OF 89-DAY APPOINTMENT

TO: Brenna H. Hashimoto, Director
Department of Human Resources Development

FROM: Jeffery Long, Director
University of Hawaii

SUBJECT: Request for Approval of 89-Day Appointment

Pursuant to Act 246, SLH 2016 (HB 2008, HD2 SD2 CD1) approval is hereby requested to make an 89-day appointment in the following position effective :

Name of Incumbent:

Position Title:

Position Number:

Department Division/Branch:

Date Position First Became Vacant:

Length of time position has been vacant:

Number of previous 89-day appointments by same person in same position:

Number of previous 89-day appointments in position:

For this request, state the reasons why an additional 89-day appointment is necessary, e.g., regulatory or other mandated compliance requirement, and explain the consequences if 89-day appointment is not authorized, etc. (up to 250 words or less):

Will the salary level for this 89-day appointment exceed the budgeted amount for the position?

Select the specific actions that have been taken to fill the position on a permanent basis: If the response is "DHRD List Issued but List Not Used – Asked for Re-certification," please provide an explanation why the list was not used in up to 250 words or less and explain what actions have been initiated to preclude another request for re-certification:

If the response is "Other," please provide an explanation of the measures taken to fill the position on a permanent basis in up to 250 words or less:

Target date to fill the vacancy (must be a date less than two years from the date of the vacancy):

I acknowledge the possibility that positions that are vacant for two or more years may be deemed non-essential to departmental operations and may be subject to review and potential removal from the department's biennium budget. In the event that a position is removed, appropriate actions, e.g., discontinuation or reassignment of an abolished position's duties and responsibilities, initiation of a reorganization and realignment of department functions and operations, etc., will be initiated to address the loss of the position.

UH Unit

Date

☐ Approved

☐ Disapproved

Jeffery Long, Director
UH, Office of Human Resources

Date

☐ Approved

☐ Disapproved

Brenna H. Hashimoto, Director
Department of Human
Resources Development

Date