



COUNTY OF SAN MATEO

INTERDEPARTMENTAL CORRESPONDENCE

Purpose: The purpose of this form is to detail justification and request approval for a Limited Term Position. See later pages for instructions on approval workflow. 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 - Proceed to Question 1 Below									
	☐	Short-Term Pilot Program - Proceed to Question 1 Below									
	☐	Implementation of Organizational Changes - Proceed to Question 2 Below									
	☐	Implementation of Technological Changes - Proceed to Question 2 Below									
	☐	Temporary Absence of Incumbent - Proceed to Question 3 Below									
	☐	Short-Term Variation in Workload - Proceed to Question 3 Below									
	☐	Intermittent Work - Proceed to Question 3 Below									
	☐	Placeholder for Work-out-of-Class Opportunity - Proceed to Question 3 Below									
	☐	Transition Work that is Traditionally Outsourced - Proceed to Question 4 Below									
QUESTION 1 - 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, and (D) Funding Source(s) for this position, i.e., how the position will be funded throughout the approved term, and whether the funding is one time, ongoing, grant-funded, or time-limited.											

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

QUESTION 2 - Describe in detail the organizational 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, (C) How the department will fund the limited-term position, including funding source(s) and whether the funding is ongoing, one-time, grant-funded, or time-limited.

QUESTION 3 - Provide detailed justification on the use of limited term INCLUDING specifics noted below:

- If Reason is Variation in Workload: Provide details and cause of the variable workload and expected outcome.
- If Reason is Intermittent Work: Describe nature of and reason for the intermittent work and expected outcome.
- If Reason is Temporary Absence: Provide name/job title of the absent employee, length and reason of absence.
- If Reason is Placeholder for Work-out-of-Class Opportunity: Provide detailed justification on the use of limited term including expected outcome.

QUESTION 4 - Provide detailed justification on the use of limited term including:

- (A) how long this work has been outsourced
- (B) reason for not continuing to outsource, and
- (C) expected outcome.

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Brief Description of Duties:

Limited Term positions are intended to address temporary business needs only such as special projects/assignments or transitions with clear beginning and end dates. They are not to exceed three years and should not be used for ongoing, essential work. For the position you are requesting, please describe the specific event, milestone, project completion point, or business condition that will end the need for the position.

- A. Describe how the duties and responsibilities would be transitioned, absorbed, or discontinued once the position ends.
- B. What is the likelihood that this position may be requested as ongoing or permanent in the future, and if so, why?
- C. Specify duration of the term position being requested.

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, 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 this form. Either PRC or Supervisor completes the questionnaire.
3. When questionnaire is completed, Create Position request will route to Class/Comp Manager for review. If Class/Comp Manager tentatively approves request, request is routed to CEO/Budget Office for review and approval. If approved by CEO/Budget Office, Class/Comp Manager will approve the position on Workday. Create Position request is then routed to Department Finance Manager for final approval.

If requesting an Extension or to Request for Replacement:

1. Hiring Manager requests PRC to submit a requisition in NEOGOV and provides PRC with justification for the backfill or extension and duration of the backfill or extension.
2. PRC creates a new requisition in NEOGOV Online Hiring Center. Use the responses in the original request to AND Hiring Manager's responses in Step 1 to complete required fields in the NEOGOV requisition form. Attach all relevant documentation provided by Hiring Manager.
3. Approvers for the NEOGOV requisition must include HR Administrator (group)/Lisa Yapching (approver).