Department Control No. Click here to enter.

Date: Click here to enter date. DHRD Request No: Click here to enter.

Department/Division: Click here to enter.

Period of Service: From Click here to enter date. To Click here to enter date.

**REQUEST for EXEMPTION of CONTRACTUAL SERVICES**

(for BU1 and/or BU10-type work)

**ATTACHMENT A**

(No civil service positions available)

1. Please provide a brief description of the services needed (e.g., groundskeeping, janitorial, air conditioning maintenance, etc.):

Click here to explain.

1. Please provide the specific location(s) where the services will be performed (e.g., island, building name, address, etc.)

Click here to explain.

1. How many and what kind(s) (class titles) of full and/or part-time positions would you need to perform the required services?

Click here to explain.

1. Did your department previously have authorized positions to provide these services? Yes or No.
2. If yes, what happened to the positions?

Click here to explain.

1. What were their class titles (e.g., janitor, groundskeeper, etc.)?

Click here to explain.

1. Has your department in the past requested additional civil service positions to perform these services? Yes or No.
2. If yes, why was the request denied?

Click here to explain.

1. Are there plans to request additional positions?

Click here to explain.