

**USG Hiring Exception Request Form**

<b>Request Date:</b>	
<b>USG Division:</b>	
<b>USG Department:</b>	
<b>Position Title:</b>	
<b>Date Vacant (if applicable):</b>	
<b>USG Hiring Official Name &amp; Phone:</b>	
<b>Previous Incumbent:</b>	
<b>Type:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Cont. II <input type="checkbox"/> Full Time <input type="checkbox"/> <input type="checkbox"/> Cont. I Part Time
<b>Current Salary:</b>	<b>Proposed Salary:</b>
<b>Position Number:</b>	<b>KFS Account:</b>
<b>What job function will this position serve and why is it considered USG mission critical:</b>	
<b>How are the job responsibilities for this position currently being filled:</b>	
<b>What are the consequences if the position is not filled:</b>	

\_\_\_\_\_  
**Chief Officer Review and Approval**

\_\_\_\_\_  
**Date**

Hiring Exception Approved     Hiring Exception Deferred     Hiring Exception Denied

\_\_\_\_\_  
**Chief Operating Officer, CFO**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**

**Reason if deferred or denied:** \_\_\_\_\_

\_\_\_\_\_