



CITY AND COUNTY OF SAN FRANCISCO
 DEPARTMENT OF HUMAN RESOURCES

Instructions: Complete and attach this form to the Request to Fill (RTF) Electronic Service Request (ESR). When saving this form, please use the following naming convention: RTF_Exempt_Department Code (3 digit alpha code)_Job Code_Position Number (PeopleSoft Position Number)_Date (MMDDYY).

Example: RTF_Exempt_DHR_1234_12345678_072712

Department Contact: _____ Email: _____ Phone #: _____

SECTION I: DEPARTMENT AND POSITION

Department Code: _____ Dept. #: _____ Division: _____ Section: _____

Job Code: _____ Job Title: _____

Position #: _____ MCCP #: _____

SECTION II: EXEMPT REQUEST

Select the Charter exempt category that applies to the position being filled or modified and provide the justification for the request. Unless required, please **do not** attach additional documents to this request.

Category Code 16: As-Needed Employees

Identify position type:

Describe the essential duties to be performed by this position:

Explain why this position cannot be filled with a Permanent Civil Servant:

Category Code 17: Substitutes for Civil Service employees on leave (Backfill)

Provide Name of the Civil Service Employee on leave: _____

Leave Start Date: _____ Duration: _____ Anticipated Return Date: _____

Category Code 18: Special Project (Select and complete one or both justification(s) that applies to your request)

Project Description: Provide a detailed description of project objective, scope of work and anticipate duration.

EXEMPT REQUEST JUSTIFICATION FORM

Position Description: Describe the specific and essential duties performed by this position as they relate to the project.

Professional Services with Limited Term Funding: Provide the funding source for the position.

What is the likelihood the funding will continue beyond 3 years?

Has the project been funded before? Yes No If yes, provide original funding date: _____

Category 19 (Rule 15): Attach California Certificate of Severe Disability

Category C2 "Prop. F"- Retiree:

Charter Section A8.511 PENSIONS OF RETIRED PERSON

(2) A retired person may be employed in a position other than a certificated position, requiring special skills or knowledge, for not to exceed 120 working days or 960 hours, whichever is greater, in any one fiscal year and may be paid for that employment. That employment shall not operate to reinstate the person as a member of the retirement system or to terminate or suspend the member's retirement allowance, and not deductions shall be made from his or her salary as contributions to the retirement system. Furthermore, this employment shall not replace a permanent civil service employee.

*The selected employee may not be eligible to start work until 60 days from the effective retirement date. This does not apply to any employee age 62 or older (misc.) or age 50 or older (society).

Name of Exempt Retiree: _____ Date: _____

Identify the special skills or knowledge required for this position:

SECTION III DEPARTMENT CERTIFICATION

The authorized departmental representative named below hereby certifies that the information provided in this document is accurate and complete.

Authorized Representative (Name)

Date