

HRD Transaction Request Form - Hiring Freeze Exception

TYPE OF REQUEST: Indicate the type of request (i.e. New Position, Title Reassignment with Wage Adjustment, etc.)

Gaming Personnel Services Department
1 Full-Time Emergency Temporary (ET)
HR Assistant #02376

This request is to keep our current ET on for an additional 90 days. The ET is set to end 11/22/13, this is to keep the ET on from 11/23/13 - 2/21/14.

ET Wage = 13.34 x 520hrs = \$6,936.80

**This position is budgeted for \$35,609.60 for FY14.

FINANCIAL IMPACT for the above request for FY2014:

For Request	Department Budget Information
Wage or Salary \$ <u>6,936.80</u>	Number of Employees Budgeted for this Position <u>2 FT</u>
Fringe \$ <u>0</u>	Number of Employees Currently in this Position <u>1 FT, 1 ET</u>
Indirect Cost \$ <u>1,144.57</u>	Fringe dollar amount in line item in Budget \$ <u>19,111.24</u>
TOTAL \$ <u>8,081.37</u>	Personnel dollar amount in line item in Budget \$ <u>64,916.60</u>

Position funded by: List actual dollar amounts:

Tribal Contribution	\$ <u>64,916.60</u>
Grant Contribution	\$ <u>0</u>

JUSTIFICATION OF REQUEST: (Please provide answers in the space provided below)

1. Will services/operations be discontinued or interrupted without this expense?
2. If the request is denied, would the outcome be detrimental to the Tribe?
3. Is there no other means of meet the need by using or sharing other existing Tribal resources?

This HR Assistant provides Personnel Services staff with support to complete the Hiring and Compensation for the Gaming Division. Customer Service to our internal and external customers will be adversely affected. The position assists with testing, scheduling meetings/interviews, sending letters, updating personnel information, provides responses to general HR inquiries, and completes research/special projects assigned by Personnel Services Manager. Due to other vacancies within Employee Services this position also covers the Front Desk Reception as needed. This position requires access to confidential information and databases therefore it is not possible to share or have other personnel complete the job duties the HR Assistant is responsible for.

LINE OF AUTHORITY APPROVALS

☒ Approved ☐ Denied

Supervisor:

Wendy McAlvey

Date: 10-18-13

Requester

☒ Approved ☐ Denied

Manager:

Larry Brown

Date: 10-18-13

☒ Approved ☐ Denied

Area Mgr:

Jim Anderson

Date: 10-18-13

☒ Approved ☐ Denied

Division Dir:

Theresa C. Miller 9159

Date: 10-18-13

☒ Approved ☐ Denied

HR Area Mgr:

Geraldine R. Duffell

Date: 11/4/13

mam/10-7-13

Printed