

THE EVERGREEN STATE COLLEGE

Request for Exemption from the Hiring and Expenditure Limitation

Effective March 17, 2010 through June 30, 2011, this form must be completed and submitted to your Vice President for all non-exempted spending. Attach all additional forms or documents (e.g., travel authority, purchase requisition, personnel request, position description, appropriate OFM approval form, etc.) to facilitate processing should the request be approved.

Dean or Director Requesting Exemption:

Date of Request

Division:

Area or Person Impacted:

Type of Exemption Requested (check one):

<p><input type="checkbox"/> Hiring</p> <p>Check one of the following:</p> <p><input type="checkbox"/> Fill vacant existing position – Position # _____</p> <p><input type="checkbox"/> Create new position</p> <p><input type="checkbox"/> Temporary position</p> <p>Reason(s) exempted (check all that apply):</p> <p><input type="checkbox"/> Directly related to academic programs</p> <p><input type="checkbox"/> Not funded from state funds / tuition (Fund 14001)</p> <p><input type="checkbox"/> Campus police / security</p> <p><input type="checkbox"/> Emergency management / response</p> <p><input type="checkbox"/> Student health care / counseling</p> <p><input type="checkbox"/> Tax / fee collection, revenue generation, auditing, and recovery</p> <p><input type="checkbox"/> If none of the above but critically necessary, Requires OFM approval. Please complete and submit the following form with this request. (copy & paste link into web browser)</p> <p>http://www.dop.wa.gov/sitecollectiondocuments/hiringfreeze/requestexemptionfromstatewidehiringfreeze.doc</p>	<p><input type="checkbox"/> Personal Service Contracts</p> <p>Reason(s) exempted (check all that apply):</p> <p><input type="checkbox"/> Not funded from state / tuition (Fund 14001)</p> <p><input type="checkbox"/> To protect life or for public safety following an emergency or other catastrophic event</p> <p><input type="checkbox"/> Tax and fee collection or for revenue generation</p> <p><input type="checkbox"/> Receive / Maintain federal funds</p> <p><input type="checkbox"/> Court order implementation</p> <p><input type="checkbox"/> Information service board previously approved project</p> <p><input type="checkbox"/> If none of the above but critically necessary, Requires OFM approval. Please complete and submit the following form with this request. (copy & paste link into web browser)</p> <p>http://www.ofm.wa.gov/contracts/psc/2010_freeze/2010_psc_exemption_request_form.doc</p>
<p><input type="checkbox"/> Equipment</p> <p>Reason(s) exempted (check all that apply):</p> <p><input type="checkbox"/> To protect life or for public safety following an emergency or other catastrophic event</p> <p><input type="checkbox"/> Not funded from state / tuition (Fund 14001)</p> <p><input type="checkbox"/> Tax and fee collection or for revenue generation</p> <p><input type="checkbox"/> Continuation, renewal, or maintenance of existing software licensing and computer hardware</p> <p><input type="checkbox"/> If none of the above, but critically necessary – Requires OFM approval. Please complete and submit the following form with this request. (copy & paste link into web browser)</p> <p>http://www.ofm.wa.gov/ExemptionRequests/2010_equipment_exemption_request_form.doc</p>	<p><input type="checkbox"/> Travel and Training (Out-of-State)</p> <p>Reason(s) exempted (check all that apply):</p> <p><input type="checkbox"/> Not funded from state / tuition (Fund 14001)</p> <p><input type="checkbox"/> To protect life, for public safety following an emergency, other catastrophic event</p> <p><input type="checkbox"/> Direct service delivery (e.g., academic field trip, study abroad programs)</p> <p><input type="checkbox"/> Tax and fee collection or revenue generation</p> <p><input type="checkbox"/> Court order implementation</p> <p><input type="checkbox"/> Single day travel and parking costs to Oregon, Idaho, or British Columbia</p> <p><input type="checkbox"/> Already collectively bargained (faculty)</p> <p><input type="checkbox"/> If none of the above, but critically necessary – Requires OFM approval. Please complete and submit the following form with this request. (copy & paste link)</p> <p>http://www.ofm.wa.gov/ExemptionRequests/2010_equipment_exemption_request_form.doc</p>

Budget Information:

Amount of Financial Obligation for 2009-2011 Biennium \$

Fund# / Org #:

For Out-of-state Travel, please complete the following:

Dates of Travel or Training:

Location:

Number of staff traveling:

Justification:

Alternatives Considered:

Impact if not Approved or Delayed:

When Applicable, Appropriate OFM Approval Form included? Yes No

To be Completed by the Vice President or President

Decisions: Approved Denied

Forward to OFM for Approval? Yes No N/A

Vice President Signature

_____/_____/_____
Date