

CITY OF MONROE PERSONNEL REQUISITION

NOTE: Discrimination against any person regarding their race, religion, color, sex, age, national origin, handicapping conditions, veteran status, or political affiliation is prohibited. Such action shall include but not be limited to: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other form of compensation and selection for training, including apprenticeship

Department name 00/00/00
Department Date

Number Needed: Type Number Needed Classification: Type Classification
Class Number: Type Class Number Range Number: Type Range Number
Date Needed: 00/00/00

Permanent Temporary If Temporary, for How Long: months
Full Time Part Time If Part Time, What Hours or Days: hours days

Qualifications and Skills required: Please enter an explanation of the main qualifications required for this position. Please enter an explanation of the duties required for this position. Please enter an explanation of the skills required for this position. Please enter an explanation of the certifications required for this position, if any.

COMPLETE IF REPLACEMENT:

A REPLACEMENT IS NECESSARY BECAUSE:

- THE TERMINATION OF AN EMPLOYEE ON 00/00/00
- THE LEAVE OF ABSENCE OF AN EMPLOYEE, WHO WILL RETURN TO WORK ON 00/00/00

EXPLAIN IN DETAIL ANY OF THE ABOVE: Please enter a detailed explanation for the termination or leave of absence of the employee.

COMPLETE IF ADDITION TO PAYROLL:

AN ADDITION IS NECESSARY BECAUSE:

- AN INCREASE IN WORKLOAD CAUSING OVERTIME PAYMENTS TO EXCEED COST OF ADDITION
- VACATION RELIEF
- ESTABLISHMENT OF A NEW JOB
- OTHER: Please enter a brief explanation.

APPROVED BY:

REQUISITIONER

DEPARTMENT HEAD

DIRECTOR OF PERSONNEL

MAYOR