

JUSTIFICATION TO HIRE A RETIRED ANNUITANT

For Personnel Use Only

CAO Analyst: _____ (Print Name) Return To Personnel Analyst: _____ (Print Name)

Per County Personnel Regulation 169, if a selected candidate for an extra help position in the County of Santa Cruz results in a retired annuitant, the appointment must be of limited duration and the department must provide additional justification outlining the experience or special skill, as determined by the Department Head, which makes the retired annuitant the appropriate party to perform the desired work to the Personnel Department for review. Provide information below.

Candidate Name:	Department:	Classification:
Begin Date:	End Date: (1 year max from begin date)	
Continuation of Extra Help Assignment: [] Yes [] No		
Limited duration shall mean that a retired annuitant may be hired to: (select at least one) <ul style="list-style-type: none"> <input type="checkbox"/> Fill a vacant budgeted position as an interim while a recruitment is taking place <input type="checkbox"/> Prevent stoppage of public business <input type="checkbox"/> Assist on a special project <input type="checkbox"/> Help reduce or eliminate backlog of work <input type="checkbox"/> Perform work in excess of what a regular employee is able to do 		
Additional justification outlining the experience or special skill, which makes the retired annuitant the appropriate party to perform the desired work:		
Department Head Signature:		Date:
Personnel Department Use Only		
Analyst Comment and Recommendation:		
Personnel Analyst Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
Personnel Director Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
CAO Use Only [only upon the Personnel Director's recommendation]		
Analyst Comment and Recommendation:		
CAO Analyst Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
CAO Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date

Copy to: Personnel Records Department, Requesting Department