

REQUEST FOR EXEMPTION FROM CIVIL SERVICE PRIOR TO PROCUREMENT

PART I: Requestor's Information

Identify the Campus, Office, and/or Program: _____

Requestor's Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Part II: Description of Services

PART III: Determine if an Exemption from Civil Service is Required

Does the desired service involve work that was historically and customarily performed by civil service employees at this campus? (May need to inquire with Campus and System HR to make this determination).

YES

NO

If "yes," complete rest of form and submit to System HR Director. If "no," sign and date Part IV; submit with procurement request; and send a copy to System OHR (mkho@hawaii.edu)

Part IV: Submitted Via Authority (Chancellor/Vice President or Designee)

Name (Print) _____ Title: _____

Signature: _____ Date: _____

PART V: Exemption Period

Exemption approval is for period (start) _____ to (end) _____ (not to exceed one year)

Estimated cost: _____

Dates of Any Prior Exemptions for this Service: _____

PART VI: Legal Authority

HRS §76-16(b)(2) Service is special, unique, or essential to the public interest and because of circumstances surrounding its fulfillment, personnel to perform the service cannot be obtained through normal civil service recruitment procedures.

HRS §76-16(b)(15) Persons employed on fee, contract, or piecework basis, who may lawfully perform their duties concurrently with their private business or profession or other private employment and whose duties require only a portion of their time, if it is impracticable to ascertain or anticipate the portion of time to be devoted to the service of the University.

Other Authority (Specify): _____

PART VII: Explain Why Exemption is Sought & How Legal Authority Applies (attach extra pages to fully explain)
(If §76-16(b)(2), include explanation of how the service is special, unique, or essential to the public interest, and how personnel cannot be obtained through normal recruitment; if §76-16(b)(15), include explanation of how it is impractical to ascertain or anticipate the portion of time devoted to the service of the University)

Part VIII: Additional Comments (if prior exemptions were obtained, explain why another exemption is required)

Part IX: RECOMMENDATION by Director of Collective Bargaining & Employee Relations, or Designee

APPROVAL

DISAPPROVAL

Signature: _____

Date: _____

Print Name/Title of Designee: _____

Additional comments, if any:

Part X: System Director of Human Resources, or Designee

DISAPPROVED

APPROVED – CERTIFICATION OF EXEMPTION FROM CIVIL SERVICE. Pursuant to the delegation of the authority by the Director of Human Resources Development, I certify that the services above and the entity providing the services are exempt from the civil service, pursuant to Hawai'i Revised Statutes §76-16.

Signature: _____

Date: _____

Print Name/Title of Designee: _____