

**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: \_\_\_\_\_