

City of Klamath Falls
TEMPORARY HIRE NOTICE

Directions: Department Head/Supervisor completes and routes form to Human Resources. A copy is sent to AFSCME in compliance with the collective bargaining agreement dated July 1, 2019.

Job Title: _____ Dept/Division: _____

Proposed wage: \$ _____ (hourly rate)

Typical work days: _____

Typical hours: _____ per week

Length of Hire: _____ (maximum 6 months; 30 days for emergency fill-in)

Temps Needed: _____

Date needed to start: _____

Job Duties:

Reason for Hire:

Supervisor Signature Date

Human Resources Approval Date

Finance & Business Services Director Approval Date

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 Sent to AFSCME Representative

By: _____
 Initials Date