

Agency Letterhead

Date: _____

To: Executive Director

*Civil Service Board Office
601 E. Kennedy Blvd., 18th Floor
P.O. Box 1110
Tampa, Florida 33601*

SUBJECT: CIVIL SERVICE BOARD ACTION - Extension of Temporary Employment

Dear Director:

I am requesting a second 120 day extension of the temporary employment of (employee) _____ . I understand that should the Civil Service Board approve this request, no further request shall normally be considered.

The justification which follows, is in accordance with Civil Service Rule 7.2(d):

- (1) The circumstances creating the need for temporary appointment still exists -
Yes / No *(Circle One)*
- (2) The temporary employee has performed in a successful or higher manner –
Yes / No *(Circle One)*
- (3) Additional recruitment to fill the position is unnecessary, impractical or
inefficient - Yes / No *(Circle One)*
- (4) Approving the extension would be in the best interest of Hillsborough County
- Yes / No *(Circle One)*

I certify that this request is not an avoidance to properly fill a classified position. Thank you for your consideration in this matter. If you have any questions please call at extension _____.

Sincerely,

Appointing Authority

(Name, Title, Contact Information)

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OVERVIEW:

Use the CS Form 41 to extend the employment of a temporary employee prior to the end of the currently-approved employment period. Temporary employees are normally hired for an initial period of 120 days.

INSTRUCTIONS:

1. The “Temporary Employee Qualification Review form”-CS Form 7 must be completed by the Talent Acquisition staff prior to hiring a temporary employee.
2. Create the **first-extension**, for up to 120 additional days (240 days total), which may be approved by the appointing authority.
3. Create the **second- extension** for up to an additional 120 days (360 days total), which will require Civil Service Board approval. The second extension must be approved prior to the expiration of the first extension.