

Date: _____

Mr. Dane Petersen, Director
Civil Service Board Office
601 E. Kennedy Blvd., 17th Floor
P.O. Box 1110
Tampa, Florida 33601

SUBJECT: CIVIL SERVICE BOARD ACTION
Extension of Temporary Employment

Dear Mr. Petersen:

I am requesting a second 120 day extension of the temporary employment of _____ . 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 7.3j(1)(c):

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

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,

CS Form 41

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