



## NON-DOP COVERED CLASSIFICATION REQUEST FOR EXEMPT POSITIONS

1. This is an Agreement between \_\_\_\_\_ (AGENCY NAME) and the Division of Personnel (DOP) for Advertisement on the DOP website.
2. As mutually agreed between \_\_\_\_\_ (AGENCY NAME) and the DOP, the DOP will advertise the vacant position/s on its website from \_\_\_\_\_ to \_\_\_\_\_ (DATES).
3. The names of the position/s to be advertised are: \_\_\_\_\_
4. The DOP Staffing & Recruitment section will provide a draft of the advertisement for review and approval to \_\_\_\_\_ (AGENCY NAME) via email prior to posting on the DOP website. Once approval of the advertisement has been received, the DOP Staffing & Recruitment section will post the advertisement.
5. The DOP will issue monthly billing statements to the \_\_\_\_\_ (AGENCY NAME) based on a fifty dollar (\$50) per position advertisement fee agreement.  
Payment by the \_\_\_\_\_ (AGENCY NAME) to the DOP will be due sixty (60) days from the date of receipt of the monthly billing statement.  
*The DOP will also issue a fee of \$50.00 for the use of our eligibility hiring register consisting of qualified candidates for your advertised position if this service has been requested.*
6. This agreement may be cancelled by either party upon thirty (30) days written notice to the other party.

AGREED

Agency Name \_\_\_\_\_

Requested By: \_\_\_\_\_ Date \_\_\_\_\_  
(Print Name & Title)

Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Print Name & Title of Agency Financial Representative w/Spending Authority)

### DIVISION OF PERSONNEL

Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Elisabeth Arthur, Assistant Director Staffing & Recruitment

Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Sheryl Webb, Director, DOP