

## INSTRUCTIONS FOR COMPLETING REQUEST FOR EXEMPTION FROM CIVIL SERVICE PRIOR TO PROCUREMENT

This form should be completed, and if an exemption is required the exemption approved by OHR, before procurement is initiated.

- PART I: Provide the name and contact information of the primary point of contact for the services that are being sought.
- PART II: Describe in detail the services that are being sought so that the campus, with OHR assistance if requested, can make a determination as to whether the services were historically and customarily performed by civil servants at the campus.
- PART III: Indicate whether the services were historically and customarily performed by civil servants at the campus. If "yes," continue to complete the entire form and submit to OHR for approval.
- If "no," the services did not become part of the civil service and an exemption is not required. The unit should sign and date Part IV of the form and retain in their records, with a copy to OHR, and a copy to Procurement if the procurement will be above the threshold for processing by Procurement. The remainder of the form need not be completed.
- PART IV: The submitting authority should be a chancellor, vice chancellor, provost, or vice president, or designee.
- PART V: The exemption period being requested should not exceed a 12-month period of time.
- PART VI: Indicate which legal authority supports the exemption request. Note: most requests would fall under HRS §76-16(b)(2); however, there may be isolated requests under other subsections of §79-16(b).
- PART VII: Explain in detail why an exemption is sought. For example, a request under §76-16(b)(2) should explain how the service is special, unique, or essential to the public interest and how personnel cannot be obtained through normal recruitment; how the campus attempted to minimize the use of contracted services; whether the campus attempted to obtain additional positions from the Legislature; whether using existing employees on overtime basis is feasible, or using employees from a nearby unit or campus; etc.
- PART VIII: provide all relevant comments. For example, if an exemption for this service was sought in the past, units must provide justification for why another exemption is being sought.
- PART IX and X: Submit the form to OHR for review and approval/disapproval.

If there are any questions in filling out the form, please contact Sarah Hirakami, 956-8470.