

## *CHAPTER 19*

### STAFFING REQUEST PROCEDURES

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Requests for a change in staffing must be submitted to the Agency in writing and must be sent to the Housing Management Representative (HMR) with a copy to the Financial Analyst. Included must be job description (s), payroll amount (s), hours, requested implementation date, and justification for the new position (s).

The HMR will review the request with the Financial Analyst and issue an approval follow up letter confirming the position or a disapproval follow up letter denying the position to the Agent, copying the Financial Analyst.