

ON-LOAN REQUEST AND AGREEMENT OF TERMS

Instructions: Complete this form to request to loan an employee(s), within his/her given classification or pay range, to another area within existing office or to another office within ODM. **Loan of staff within pay range requires completed application attached to this request.** If request involves loaning an employee to another office, the office in need of the temporary assistance should initiate the request. To appropriately track and avoid audit exceptions, it is understood that on-loan assignments are comprised of no less than a pay period, should not extend longer than a six-month period, and the employees are committed to the assignment full time. **On-loan assignments MUST start at the beginning of a pay period and be completed at the end of a pay period. Two weeks advance notice prior to anticipated effective date is needed to ensure costs are appropriately captured, or a delay in effective date may occur.** Fiscal Operations will inform Office if funds are available and, if so, will allocate funds in accordance with the approved effective and end dates. The Bureau of Human Resources and Fiscal Operations **MUST** be informed when an on-loan assignment is to end early to avoid misdirection of funds. Any need to extend an assignment **MUST** be submitted for approval via another On-Loan Request and Agreement of Terms following above instructions. It is important to provide **all** requested information to ensure that available funding is appropriately charged in relation to services performed. Submit completed requests to HR. **Loan of bargaining unit employees requires discussion with Labor Relations prior to beginning an assignment.**

Employee(s) Current Area/Office	Area/Office of On-Loan Assignment	Receiving Area/Office Contact Person
Department ID ODM	Department ID ODM	Contact Phone #

Employee to Serve On Loan	Current Classification Title	Current Position Number
<input type="checkbox"/> Exempt <input type="checkbox"/> B.U.	Classification of On-Loan Assignment	
<i>(attach additional page if involves loan of more than one employee)</i> <input type="checkbox"/> Check if request is an extension of an original request.		

County	On-Loan County
Work Address of Employee(s)	Work Address of Employee(s)
Effective Pay Period Beginning	Assignment Completed Pay Period Ending

Details/justification of assignment *(to include duties to be performed)*

(attach additional page if needed)

ACKNOWLEDGMENT TO AGREEMENT OF TERMS

Signature below indicates agreement with the requested on-loan assignment of the above employee(s) for the time period indicated. The undersigned acknowledge that no permanent movement of the employee(s) listed above will occur and the functional supervisor will work with the immediate supervisor regarding staff management (e.g., approval of leave, performance evaluations). To capture related costs, position funding will be changed by Fiscal Operations to match the area where the employee is serving on loan for the temporary period. Temporary loans of bargaining unit staff must be discussed with Labor Relations prior to implementation.

Current Deputy Director	Date
On-Loan Deputy Director (if other than Current)	Date
Chief of Staff	Date
Signature of Labor Relation Representative <i>(for B.U. employees)</i>	Date