



Date Received:

HIRE / TRANSFER / TERMINATION (HTT) REQUEST

(For Recruitment Purposes: New Hires / Temporary Replacements /
Transfers / Termination)

INSTRUCTIONS ON REVERSE

SECTION A – NEW / REPLACEMENT EMPLOYEE			
DEPARTMENT		POSITION / JOB TITLE	
# OF EMPLOYEES REQUIRED	POSITION STATUS FT <input type="checkbox"/> PT <input type="checkbox"/> SEAS <input type="checkbox"/> CON <input type="checkbox"/> OTHER (Specify) _____	DATE REQUIRED (mm/dd/yyyy)	
NAME OF INCUMBENT BEING REPLACED		REASON FOR REPLACING INCUMBENT / REASON FOR NEW POSITION	
CONTACT PERSON		TEMPORARY POSITION EFFECTIVE DATE FROM (mm/dd/yyyy) TO (mm/dd/yyyy)	
SUPERVISOR <div style="text-align: center; margin-top: 40px;">_____ Signature</div> <div style="margin-top: 20px;">Date: (mm/dd/yyyy)</div>	MANAGER <div style="text-align: center; margin-top: 40px;">_____ Signature</div> <div style="margin-top: 20px;">Date: (mm/dd/yyyy)</div>	CAO <div style="text-align: center; margin-top: 40px;">_____ Signature</div> <div style="margin-top: 20px;">Date: (mm/dd/yyyy)</div>	
SECTION B – TERMINATION			
EFFECTIVE DATE (mm/dd/yyyy)	LAST DATE WORKED (mm/dd/yyyy)	RESIGNATION LETTER ATTACHED YES <input type="checkbox"/> NO <input type="checkbox"/>	
REASON FOR LEAVING RESIGNED <input type="checkbox"/> RETIREMENT <input type="checkbox"/> LAID OFF <input type="checkbox"/> DISCHARGED <input type="checkbox"/> RETURNED TO SCHOOL <input type="checkbox"/> OTHER <input type="checkbox"/> (Explain): _____			
SECTION C – COMMENTS			
SECTION D – COMPUTER ACCESS REMOVAL NOTIFICATION			
EMAILED IT (ccoxen@malahide.ca) YES <input type="checkbox"/> N/A <input type="checkbox"/>			

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Instructions for Completion

DEFINITIONS:

NEW HIRE: An individual newly employed by the organization in a specific department, position and employee status. (Complete Section A)

REPLACEMENT: An existing employee who will be replaced temporarily due to a leave of absence from their position. (Complete Section A)

TRANSFER: An existing employee with changes to their department, position and/or employment status within the organization and their original position will be permanently replaced. (Complete Section A)

TERMINATION: An existing employee's relationship with the organization is terminated. (Complete Sections A, B & D)

SECTION A: Department completes this section when making a request to begin the recruitment process.

"Reason for Replacing Incumbent/Reason for New Position" refers to the reason the vacancy exists or was created. Example: Retirement or Increase Complement.

Approval is required from the Department Head that the Supervisor reports to.

Note:

Position Status:

FT	Full-time
PT	Part-time
SEAS	Seasonal
CON	Contract

SECTION B: Complete this section when an employee is terminated.

SECTION C: Complete this section to clarify or provide further explanation for any of the above information.

SECTION D: Specific department/location to complete this section when an employee who has Municipal computer and e-mail access is terminated or resigns.