



Recommendation for Appointment County, District, and Area Support Staff (non-agent positions)

DASNR Human Resources • 235 Agricultural Hall
Stillwater, OK 74078-6022 • (405) 744-5524 • Fax: (405) 744-8863

Date _____

I am submitting for approval the appointment of _____ to the position of _____ in _____, effective _____ at a monthly salary of \$ _____ or hourly rate of \$ _____. Total FTE= ____%. (Hourly wages must be paid entirely from OSU. Extension Finance will bill the county for all or a portion of those wages. Include instructions in remarks section.)

This recommendation is made to fill the vacancy created by the resignation of _____, whose last day (*including* terminal annual leave) is/was _____.

Is this position funded by a grant? ____ Yes ____ No. If yes, what percent is by grant? _____.
If yes, name or account number of grant _____.

Remarks:

This employee's salary is to be paid as follows: \$ _____ from OSU funds/month \$ _____ from county funds/month	This employee's travel allocation is as follows: \$ _____ from OSU funds/month or year \$ _____ from county funds/month or year
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Please Route in Order Listed

Recommended:	_____	_____
↓	Date	County Extension Director (when applicable)
Recommended:	_____	_____
↓	Date	District Extension Director
Received:	_____	_____
↓	Date	DASNR Human Resources
Approved:	_____	_____
	Date	Associate Director