



ADMINISTRATIVE RULE WAIVER REQUEST: EXTENSION OF ELIGIBLE LIST

Petitioner Name: Kimberly VanCleave

Contact Information: Email: kim.vancleave@iowadot.us - Phone: 515-233-7779

Hiring Authority: Patricia King

Administrative Rule to be Waived: 11—56.5(8A) Expiration of a list.

Statement of Rule:

The expiration of a list shall be 120 calendar days following the date of issue unless otherwise approved by the director. All appointments or promotions must be reported to the director before the expiration date of the list. Effective dates of appointments or promotions must be no later than 60 days after the expiration date of the list unless otherwise authorized by the director, except that appointments or promotions "pending graduation" or "pending license" shall be allowed to be effective up to nine months following the expiration date of the list.

List the names of the persons or the description of the class known by petitioner to be affected:

Accounting Tech 3 - NEOGOV Reg. 17-00524 - This position participates in the daily operation of the Department of Transportation accounting system.

Briefly describe the change requested, including the portion of the rule to be waived:

The portion of the rule requested to be waived is, "All appointments or promotions must be reported to the director before the expiration date of the list." Also, "appointment or promotions must be no later than 60 days...." We are requesting to report the name and appoint as soon as the applicant is selected and accepts the offer of employment.

Justification for waiving rule (attach additional sheets, as needed):

Offers were extended and declined by the top two (2) scoring candidates. Additional interviews were conducted and we are in the process of making an offer to another candidate.

Petitioner Signature

Kimberly VanCleave

Date 11/2/17

DAS-HRE Bureau Chief Signature

Wanda D. Lee

Date 11/6/17

Decision:

☐ Granted
☒ Denied

No justification for agency delay.

Signature of DAS Director's
Designee/COO of DAS-HRE

Christy Williams

Date 11/6/17