

## City of Vergas Employee Work Request Form

City Staff, City Committees, Community Organizations and or businesses are to submit this form to the City Office when new work is needed.

### **New Work Request Definition:**

- New work is work that is not already outlined in job description or not part of customarily performed work activity.

### **Process for Approval:**

- Impacted staff will review to determine if new requested work can be accomplished during normal business hours.
  - If new work requested cannot be completed during normal business hours, City Council will review to determine priority and best options, i.e. overtime, contract for work, delay etc.
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*Please select date and fill in at the prompts below-(if using hard-copy please hand-write below the category):*

**Date Submitted by Requestor:** [Click or tap to enter a date.](#)

**Project Point of Contact:** [Click or tap here to enter text.](#)      **Contact Phone #:** [Click or tap here to enter text.](#)

**Work Request Description (filled out by Requestor):**

[Click or tap here to enter text.](#)

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**Comments/ Feedback from City Employee:**

[Click or tap here to enter text.](#)

**Date Approved/ Denied (filled out by City Clerk):** [Click or tap to enter a date.](#)