



## HireNYC: Human Services EXEMPTION REQUEST

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SUBMIT COMPLETED FORM TO:** Business Link  
123 William Street, 6<sup>th</sup> Floor, New York, NY 10038  
**OR** email to [HireNYC-HumanServices@hra.nyc.gov](mailto:HireNYC-HumanServices@hra.nyc.gov)

You may qualify for a complete or partial exemption from your HireNYC: Human Services hiring requirements, as required by the Public Assistance Hiring Commitment Rider in your contract. Business Link will process this request and notify you of its decision within 30 days.

### DIRECTIONS:

1. Please select only **one** boxed section below and **all** corresponding reasons.
2. All requests must include supporting documentation.

The undersigned hereby requests the following for *Fiscal Year 2017 (July 1, 2016 – June 30, 2017)*:

**I. TOTAL EXEMPTION** from the HireNYC: Human Services hiring requirement because:

a) Our contract amount is less than two hundred fifty thousand dollars (\$250,000.00) in annual personnel costs, excluding fringe benefits and other-than-personal-services.

b) Our New York City workforce is less than 20 employees. (**Attach** a list of your NYC staff by title.)

c) We possess no vacancies and can demonstrate that no positions are reasonably foreseen to be available within 1 year of the commencement or anniversary date of this contract. (**Attach** a description of the lack of openings.)

d) A valid collective bargaining agreement covers all of our entry-level positions and limits us to a hiring pool which does not include PA Recipients. (**Attach** a copy of the applicable provisions.)

e) Complying with the hiring requirement would cause extreme hardship. (**Attach** a description of the hardship.)

**II. PARTIAL EXEMPTION** from the HireNYC: Human Services hiring requirement to hire \_\_\_\_\_ workers because:

a) Our New York City workforce totals \_\_\_\_\_. The current hiring requirement exceeds 10% of our workforce. (**Attach** a list of your NYC staff by title.)

b) A valid collective bargaining agreement covers \_\_\_\_\_ of our entry-level positions and limits us to a hiring pool which does not include PA Recipients. (**Attach** a list indicating the entry-level positions covered and a copy of the applicable provisions.)

If you have any questions you may call Business Link at (718) 262-3183.

**ATTACH ALL REQUIRED DOCUMENTS  
OR YOUR REQUEST WILL NOT BE PROCESSED**