



**State of Delaware
Department of Human Resources**

Dual Incumbency Request Form		
DHR Statewide Operating Procedure #: To be assigned	Authority: Merit Rule 10.8, State Budget Act: DHR Secretary, OMB Director, CG	
Effective Date: January 11, 2021	Supersedes: May 28, 2020	
Signature Section		
Department of Human Resources Secretary, Office of Management and Budget Director, & Controller General		
_____ Secretary, Department of Human Resources	Approve Deny Date: _____	
_____ Director, Office of Management and Budget	Approve Deny Date: _____	
_____ Controller General	Approve Deny Date: _____	
Approved: Effective date – End date: _____ Denied: Date: _____		
Agency Human Resources: Part 1		
Agency Request with Appointing Authority Approval		
Upon submission of the request, a copy to the appointing authority or designee serves as the signature approval of the appointing authority or designee, and acknowledgment that the statements provided in this request form are correct and complete, and that funding is available to support this request within the current budget. Agency Fiscal Designee Name: _____		
Agency Human Resources: Part 2		
Department Information		
Check the reasons for Dual Incumbency:		
Illness/FMLA/Disability Pension Emergency	Knowledge Transfer Personnel Matter	Special Project
1. Department/Division/Section Name: _____		
2. Department/Division/Section Number: _____		
3. Starting Date of Dual Incumbency: _____		4. Ending Date of Dual Incumbency: _____
5. Primary Incumbent Name /BP Number: _____		
6. Primary Incumbent Job Classification/Job Code/PG: _____		
7. Secondary Incumbent Name/ BP Number: _____		
8. Secondary Incumbent Job Classification/Job Code/PG: _____		
9. Does the secondary incumbent meet the job requirements of the class being entered?		
YES NO NA		
10. Contact Name/Email/Phone Number: _____		

Agency Human Resources: Part 3

Enter Cost Calculation

	Secondary Incumbent's Promo Salary	Secondary Incumbent's Current Salary	OECs	# months	Total Cost
Example	\$59,103.93	\$56,289.46	1.3233	3	\$ 931

Agency Human Resources: Part 4

Justification- Answer the following question.

1. Describe the Reason for the dual incumbency.