

**REQUEST FOR CONFIDENTIAL DESIGNATION**

**Department:**

**Division, Section, Bureau:**

\_\_\_\_\_

**Classification of Position:**

**Incumbent's Name:**

\_\_\_\_\_

1. Reporting relationship (eg. Secretary to Division Chief):  
\_\_\_\_\_
2. Briefly describe the nature of the confidential labor relations duties assigned to this position:
3. List the percentage of time the employee spends on confidential labor relations duties: \_\_\_\_\_
4. Explain why these duties cannot be handled by another exiting confidential designee.
5. Explain the impact upon management if this request is denied:

**Department Head or Delegated Representative:**

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_