

HIRING AND INTERNAL MOVEMENT EXCEPTION REQUEST FORM

The Exception Request Form **must** be completed and submitted with all supporting data and documentation for all requests including recruitment/hiring, in-grade adjustments, equity increases, reclassifications, promotions, stipends, assessment of department org. structure changes, position description studies/changes and temporary/consultant hiring.

DEPARTMENT: _____ **REQUESTOR:** _____

PROCESS LIAISON: _____ **DATE:** _____

ACTION REQUESTED: ☐ RECRUITMENT ☐ RECLASSIFICATION ☐ CHANGE IN STATUS ☐ INTERIM/TEMP EMPLOYEE
☐ STIPEND ☐ EQUITY ADJUSTMENT ☐ PROMOTION

CURRENT/PREVIOUS INCUMBENT: _____ **Position ID:** _____

For Recruitment Requests Only:

This Position is: ☐ New ☐ Replacement Current Salary: _____

GL Code _____ Funding Percentage _____ %

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Is this Position Grant-Funded: ☐ Yes ☐ No Salary Grade: _____

Position Classification: ☐ Faculty ☐ Staff ☐ Academic Personnel (non-teaching)

REASON FOR EXCEPTION (must include written documentation for each one).

- ☐ Reinforce the College's mission and priorities approved by the Board of Trustees
- ☐ Advance the health and safety of students and employees
- ☐ Generate revenue or net surplus
- ☐ Address urgent operational support that cannot be otherwise accomplished

CRITERIA/RATIONALE FOR EXCEPTION REQUEST: Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations:

Explain the negative impact on essential or critical business operations of suspending, delaying or freezing the position:

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Explain other options or methodologies and/or options that have been explored and exhausted to avoid the exception request:

Explain how the job responsibilities are currently being fulfilled and whether the responsibilities can be performed by other staff

Provost/Vice President approves the submission of the exception request with supporting documentation.

Provost/VP signs off on Exception Packet _____
Provost/VP submit entire packet to _____ **Provost/VP Signature** _____ **Date** _____
Budget and Finance

Budget and Finance Approval reviews position number of budget availability.

Budget Officer validates position/Budget _____
Packet is forwarded to Human Resources _____ **Budget Officer Signature** _____ **Date** _____

Budget Amount: _____

Human Resources confirms supporting documents, salary, job description and vacancy.

HR confirmation _____
HR forwards to President _____ **HR Signature** _____ **Date** _____

President's Office Approval reviews packet and confirms with VP for a decision.

Exception Request for above request is ☐ Yes ☐ No

President's Signature: _____ **Date approved:** _____