



# 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

**Request Start Date** \_\_\_\_\_ **Request End Date** \_\_\_\_\_

**CURRENT/PREVIOUS INCUMBENT:** \_\_\_\_\_ **Position ID:** \_\_\_\_\_

This Position is:  New  Replacement

Position Title \_\_\_\_\_ Current/Previous Salary: \_\_\_\_\_

Salary Grade \_\_\_\_\_

GL Code \_\_\_\_\_ Funding Percentage \_\_\_\_\_ %

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Is this Position Grant-Funded:  Yes  No

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

**REASON FOR EXCEPTION (must include written documentation for each one, please attach responses if necessary).**

- 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:

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

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

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

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

SVP/VP/Provost signs off on Exception Packet \_\_\_\_\_  
**Designee submit entire packet to** SVP/VP/Provost Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Budget and Finance**

**Budget and Finance Approval reviews position number and budget availability.**

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

**Budget Amount:** \_\_\_\_\_

**Human Resources confirms supporting documents, reviews form and request.**

**HR confirmation** \_\_\_\_\_  
**HR forwards to President** HR Signature \_\_\_\_\_ Date \_\_\_\_\_

**President's Office Approval and returns decision to the Office of Human Resources or Provost Office.**

Exception Request Approved  Yes  No

President's Signature: \_\_\_\_\_ Date approved: \_\_\_\_\_