EMPLOYEE POSITION CHANGE FORM

FILLING OF POSITION, CREATION OF NEW POSITION, MODIFICATION OF POSITION

- New
- Replacement
- Position Review

* Current Title
* Department
* Account(s) Charged

- Position 
- Start Date
- %

Name: _____________________________ ID# __________

THE ABOVE SECTION MUST BE COMPLETED FOR ALL CHANGES

Has this position been previously filled during this fiscal year? Yes No

* Position will be:
  - Full Time
  - Part Time [Hours per week: ________]
  - Adjunct
  - 9 months
  - 10 months
  - 11 months
  - 12 months
  - Scope of Search: Promotional Internal Local Regional

Satisfactory completion of a background check is required after a conditional offer of employment has been made.

EMPLOYEE CHANGE SECTION

- Funding Change
- Grade Change
- Dept Change
- FLSA Status**

Account Charged
Account Charged

Effective Date:

* Explanation of Requested Action (see page 2) / ** Reference FLSA Checklist

THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES

Position Management Report/Maximum Authorized Salary
Minimum/Maximum Annual Salary Range for Position Class Title
Position Grade

FLSA Status
Exempt (Salaried) Non-Exempt (Hourly)

THIS SECTION MUST BE COMPLETED FOR FILLING OF ALL VACANCIES

SIGNATURES:

Immediate Supervisor _____________________________ Date __________

Dean/Director _____________________________ Date __________

Human Resources Director _____________________________ Date __________

VP for Finance _____________________________ Date __________

Provost _____________________________ Date __________

RETURN TO HUMAN RESOURCES FOR DISTRIBUTION

(HR 11/01/12 Rev.)
JUSTIFICATION FOR REQUESTED CHANGE

1. Indicate any staffing or organization changes since the last evaluation.

2. Briefly summarize the purpose of this position

3. Summarize specific duties added or deleted since the last evaluation.

4. Indicate from which positions (current titles) any new duties were assumed*.

5. Indicate to which positions (current titles) former duties were assigned*.

   NOTE: Changes to other positions require completion of Position Change Form.

6. Why is the requested grade appropriate for this position?

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NOTICE:
Amendments to the terms and conditions of staff positions, or changes to job titles or organization, must be channeled through Human Resources which has responsibility for maintaining consistency, adequate records, and probity with regard to audit requirements. It follows that no discussions which commit the University to amendments in payment, should take place without prior clearance from HR.

As an institution committed to total equality, we do not wish to encourage staff to take a narrow view of their responsibilities at work, or to expect some monetary reward for any duties which are not rigidly defined in their job description.

The University's remuneration policy is based upon the grading system and the concept of the appropriate rate for the duties and responsibilities required in the job; i.e. grades relate to jobs and not to individuals. In order to maintain the integrity of the evaluation system, it is essential that the core ongoing duties and responsibilities of any job be reflected in the grade applied to the job.