

## PROCEDURE FOR EXEMPTION OF MESA STATE COLLEGE POSITIONS FROM THE STATE PERSONNEL SYSTEM

Pursuant to Colorado Revised Statutes, 24-50-135, *Administrators employed in educational institutions and departments not charitable or reformatory in character shall be exempt from the state personnel system.*

The President of Mesa State College has designated that the Director of Human Resources shall determine which administrative positions are exempt from the state personnel system. The determination, which is subject to an appeal to the State Personnel Board and subject to post audit review by the State Personnel Director, shall be based on the following procedures:

1. The department seeking to exempt a position from the state personnel system must submit to the Director of Human Resources a memo requesting exemption of the position, along with a complete job description for the position.
2. The job description must include the minimum education and experience requirements for the position, a complete description of the duties and responsibilities assigned to the position, a description of the department's reporting structure, and a copy of the department's organizational chart.
3. The Director of Human Resources shall review the request and supporting documentation, apply the criteria outlined in CRS 24-50-135(1), and determine whether the position shall be exempted.
4. If the exemption request is denied, the decision and rationale shall be recorded on the Mesa State College *Denial of Request for Exemption of Position from the State Personnel System* form, signed and dated by the Director of Human Resources, and retained, with the supporting documentation, in a separate file for request denials.
5. If the exemption request is granted, the exemption decision and rationale shall be recorded on the Mesa State College *Approval of Request for Exemption of Position from the State Personnel System* form, signed and dated by the Director of Human Resources, and retained, with the supporting documentation, in the position description folder.
6. In the event that the exempted position is occupied by a classified employee, the incumbent shall be provided with a Notice of Decision to Exempt Position from State Personnel System, which shall include the following:
  - a. State Personnel Position Title
  - b. Position Classification

- c. Effective Date of Exemption
  - d. New Position Title
  - e. Position Number
  - f. Copy of the Exemption Approval Form
  - g. Notice of Appeal Rights
7. A copy of the Notice of Decision to Exempt Position from State Personnel System, signed by the employee whose position has been exempted, shall be kept in the position description folder and a second copy shall be placed in the employee's personnel file.
  8. In the event of a change in the position title, the job description and/or the reporting structure of a previously exempted position, the position must be re-exempted following the procedures outlined in sections 1 through 3 above.
  9. If the request to re-exempt the position is granted, the re-exemption decision and rationale shall be recorded on the Mesa State College *Approval of Request for the Re-exemption of Position Previously Exempted from the State Personnel System* form, signed and dated by the Director of Human Resources, and retained, with the supporting documentation, in the position description folder.