



Exemption Request Form

Use this form to make a request to exempt a position from the State Classified Personnel System. Please provide responses to all of the questions that apply and attach any required documents as indicated. The Exemption Request packet is then to be submitted to the Director of Human Resources.

Date of Exemption Request: _____

I. General Information

Position Number: _____

Department: _____

Title of Position: _____

Title of person to whom this position reports: _____

II. Exemption Requested – please check all of the following that apply. Be sure to attach documents to this request as required by the different types of requests.

- Newly created position – include (1) a current organization chart, (2) a detailed job description, and (3) Position Request Form.
- Existing Classified position – include a current organization chart, a detailed job description, noting any changed responsibilities (both those added and those deleted).
- Re-exemption –job title change only.
- Re-exemption – change in job title **and** duties. Please include a copy of both the old and new job descriptions along with a current organizational chart.
- Re-exemption – reporting relationship change. Include a current organization chart, the previous organization chart.
- Reconsideration – due to a denial of a previous exemption request. Include a detailed statement of why the original decision was not correct and a statement of why the position should be exempt.
- Other – include a statement that clearly explains the circumstances and conditions of the request, a current organization chart, and a detailed job description.

