

## **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 <b>and</b> 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.

III. Statutory Exemption Requested: Please check below the category under which this exemption is being sought.  Officers and their executive assistants Employees in professional positions* Employee funded by grants, gifts, or revenues generated through auxiliary activities Employees involved in the direct delivery of academic curriculum  * A person is in a professional position or is a professional employee or professional staff if the person is in a position that involves the exercise of discretion, analytical skill, judgment, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge that characteristically is:  (a) acquired through education or training that meets the requirements for a bachelor's or graduate degree or equivalent specialized experience; and (b) the person has continuously studied to explore, extend, and use additional discoveries, interpretations, and applications and to improve data, materials, equipment, applications, and methods.		
		IV. Position Qualifications – If not provided on the jo qualifications required for the position.
V. Certification: I certify that the information provided on this Exemption Request Form is true and accurate to the best of my knowledge.		
Dated this day of , 20		
By:		
Signature and Job Title	Date	
Department Review and Concur:		
Signature and Job Title	Date	
VP Review and Concur		
Signature and Job Title	Date	