

UNIVERSITY OF NORTHERN COLORADO

EXEMPTION REQUEST FORM

Please complete this form in its entirety and attach the documents requested. An incomplete submission may cause delays or be returned to you.

I. General Information

Agency or Department _____ Position Title _____

Position Number _____

Who does this position report to: (title only) _____

Is this supervisor an officer of your institution? ____ Yes ____ No

II. Action Requested

Please check all that apply and attach all requested information.

Newly created position. Please include a copy of a current organizational chart and a detailed job description

Reconsideration – due to denial of a previous exemption request.

Re-exemption – change in job duties. Please include a copy of both the old and new job descriptions along with a current organizational chart.

Re-exemption – job title change only. Please include a copy of the original exemption letter that you received from the Department of Personnel.

Re-exemption – reporting relationship change. Please include a copy of a current organizational chart as well as a copy of the organizational chart submitted with the original request.

Other, please specify: _____

III. Guideline Requested

Please check the guideline this exemption applies to:

C.R.S. 24-50-135 (1)

(a.) Officers of an educational institution and their executive assistants; employees in professional positions, including the professional employees of a governing board; and any other employees involved in the direct delivery of academic curriculum;

(f.) Professional officers and professional staff of the department of higher education, including the professional staff members of any governing board of an institution of higher education.*

___ (h) Employees in positions funded by grants, gifts, or revenues generated through auxiliary activities. For purposes of this paragraph (h), "auxiliary activities" means institutional activities managed and accounted for as self-supporting activities.

* For purposes of this section, 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) Continuously studied to explore, extend, and use additional discoveries, interpretations, and applications and to improve data, materials, equipment, applications, and methods.

Why does this guideline apply? _____

IV. Position Qualifications

If not provided on the job description, list the educational qualifications required for the position. _____

V. Exemption Request and Authority

Human Resource Request Name _____ Date: _____
Title _____

Human Resource Authority _____
Title _____

Signature _____ Date: _____