

# 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 deans, directors, chairpersons, and professionals in academic and academic support positions; heads of administrative or academic departments or divisions and their principal professional subordinates; and professional employees of a governing board or educational institution having responsibility for or control of program operations or for the formulation, planning, and direction of the policies of the governing board or educational institution.

(d.) Heads of those functions of an educational institution that are supported primarily by student fees and charges, including heads of residence halls and their professional staff.

(e.) Heads and professional staff of departments of intercollegiate athletics.

\_\_\_ (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.) Heads of and professional staff involved in research and grant projects; and, for the duration of their initial appointment, individuals in grant-funded positions where funding is limited by a known expiration date of the research project or grant.

Why does this guideline apply? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this position supported primarily by student fees and charges? \_\_\_ Yes \_\_\_ No

If the position reports to an officer and falls within the confines of a professional staff assistant, explain how the position is involved in: the research of policy or procedurally related matters, the coordination of functions, and problem resolution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the position reports to the head of an administrative unit, how does the position relate to the educational function of the institution? Please check all that apply.

- \_\_\_ Continuing, adult, special or extension education programs
- \_\_\_ Instructional or educational media
- \_\_\_ Professional counseling
- \_\_\_ Student activity sponsors or advisors
- \_\_\_ Research an sponsored programs
- \_\_\_ Library services
- \_\_\_ Student personnel services
- \_\_\_ Professional staff with instructional responsibility in a clinical (medical, legal, etc.) or health care setting

**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: \_\_\_\_\_