

# 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: \_\_\_\_\_