

Comp/Class Study Exceptions Request Form

Use form to initiate exceptions request process: Reallocation of vacant position Temporary Reassignment
 Creation of new general fund or specially funded position (budget documentation required) Reorganization
 Creation of New Organization Direct Appointment Process

Section A: Required Action (One form per position)					
Division Name:					
Department:		Department ID:		Contact Phone:	
Originator:		Department Head:		College or District	
Requested Job Title:			Job Code:	Employee Group:	Grade:
Projected Start Date:			Projected End Date:	(if applicable)	
Calendar: (12 Mos, 10 Mos, 9.5 Mos, 9.0 Mos)			FTE: (1.0, .75, .50, 25, Other)		
Section B: Justification (Provide in space below or attach written business imperative)					
Section C: Action and Budget Information			(Filled in by HR/Fiscal Consultants)		
New	Reg. Hire:				
Reallocation:	Vacant Position #1		Vacant Position #2		
Administrative Reassignment* (Name and Employee ID#)					
Temporary Reassignment* (Name and Employee ID#)					
Department change/creation (Department ID# changes and creation of new Departments must be accompanied by completed Department Table Change Form. http://www.maricopa.edu/employees/divisions/hr/forms/salary/DeptTableChange.pdf)					
(Filled by HR/Fiscal Consultants)					
Position Charge to:	1.	%			Budgeted Salary:
	2.	%			Budgeted Salary:
	3.	%			Budgeted Salary:
College/District Administrative Approvals					
Deans:	Date	Human Resources:	Date	Fiscal:	Date
Section D: Executive Approvals					
Approved	Approved with changes		Declined		
Comments:					
VC/VP/Designee:				Date:	
_____				_____	
Chancellor/President/Designee:				Date:	
_____				_____	

Do not use this form for the following: Department ID changes, Supervisor changes, Faculty standard hour changes, calendar changes (Irregular, 9 month to 9/12 pay schedule), working title changes for recruitment purposes, RPS hires, Budget update or combo-codes changes, Faculty hiring, and Budget reallocation for same job code--these do not require an exceptions request.