EXEMPT CLASSIFICATION PROCESS CHECKLIST

EXEMPT POSITION CLASSIFICATION AND JOB EVALUATION PROCESS CHECKLIST

Review the checklist below to ensure that you follow the process described prior to sending the required documents to Human Resources.

☑ Request Type (check only one below):

☐ New Position

➲ **Initiator = BUDGET MANAGER** with HUMAN RESOURCES

Initiator completes a **new Job Description** (electronic template available via POST or contact your HR Advisor for assistance)

☐ Review of Existing Position

➲ **Initiator = BUDGET MANAGER,** EXEMPT EMPLOYEE & HUMAN RESOURCES

Initiator completes a **revised Job Description** (current Job Description available electronically via POST or contact your HR Advisor for assistance)

☐ Appeal

➲ **Initiator = EXEMPT EMPLOYEE** with support/approval of BUDGET MANAGER

Initiator completes an **Exempt Appeal Request Form** (Contact Manager, Staffing, Benefits and Compensation in Human Resources within 10 working days of receipt of review outcome)

☐ Related documents are signed by Incumbent and Budget Manager