

Freeze Exception Approval

Hire: Complete Section I Reclassification: Complete Section II Reorganization: Complete Section III

SECTION I: Hire

Temporary Emergency Retired Annuitant Probationary Permanent

Position # _____ MPP Confidential Represented

State reason position is essential to operations:

Approval Provost/VP

Date

Approval President

Date

SECTION II: Reclassification

Position # _____

FROM: Title _____ Monthly Salary _____

TO: Title _____ Approx. Monthly Salary _____

State reason reclassification is requested and reason higher level duties are essential to operation:

Approval Provost/VP

Date

Approval President

Date

SECTION III: Reorganization

A. Position(s) Added:

Position # _____ Title _____ Monthly Salary: _____
Position # _____ Title _____ Monthly Salary: _____
Position # _____ Title _____ Monthly Salary: _____

B. Reclassification:

Position # _____ FROM: Title _____ Monthly Salary _____
TO: Title _____ Monthly Salary _____

Position # _____ FROM: Title _____ Monthly Salary _____
TO: Title _____ Monthly Salary _____

Position # _____ FROM: Title _____ Monthly Salary _____
TO: Title _____ Monthly Salary _____

C. Position(s) Eliminated:

Position # _____ Title _____ Monthly Salary: _____
Position # _____ Title _____ Monthly Salary: _____
Position # _____ Title _____ Monthly Salary: _____

State anticipated savings from reorganization:

State reason reorganization is essential to operations:

Approval for Planning (Provost or VP Only)

Date

Approval for Implementation (President Only)

Date

Please return to Human Resources Department