

**Exception Request Form (ERF)**  
**Hiring Freeze and Position Cost Control Presidential Directive**

The Hiring Freeze and Position Cost Control Presidential Directive allows for exception requests under certain very limited circumstances, including positions that support clinical care, COVID-19 activities, health and safety, activities deemed as mission critical, and positions supported through external funding. The Exception Request Form (ERF) must be completed, submitted, and approved prior to initiating any transaction for which an exception is being sought, and must be included as approval documentation for the transaction. Please note that an approved ERF does not replace any standard review or evaluation process; it serves to authorize advancement of the request through standard operating procedures. Please complete this form by entering text or selecting from the drop-down box for each field name listed below. If a text box does not apply, please leave it blank. All drop-down boxes are required fields.

Chairs/Directors/Supervisors

The university remains under a hiring freeze. Approval of this ERF only authorizes you to proceed with your mission-critical request. Please do not engage in any salary discussions until you have consulted with SEBS-HR. Although a title, grade and/or salary increase may have been requested on your ERF, classifications and salary determinations must be reviewed and authorized by SEBS-HR pending final review by UHR; this includes acting appointments, reclassification requests, new hires (internal/external), and salary in-grades. SEBS-HR consults with UHR as needed for benchmarking compensation and classification assistance across the entire university to ensure all requests adhere to applicable university policies and collective bargaining agreements.

SEBS-Office of Human Resources

**Requestor's Information and Cabinet Officer or Designee Approval:**

<b>Department Requestor's Information and Cabinet Officer or Designee Signature (Required):</b>	Requestor's Name: Requestor's School/Dept: Requestor's Job Title: Cabinet Officer or Designee: <p align="right"><i>By signing this document you are certifying that the information provided in this form is true and accurate.</i></p>
<b>Position Category/Exception Authority:</b>	(Drop Down List)
<b>Request Type:</b>	(Drop Down List)
<b>Campus:</b>	(Drop Down List)
<b>School (Required):</b>	

**Complete if New Position:**

**Complete if Existing Position:**

<b>Dept Unit #/Name:</b> <b>Job Title:</b> <b>Salary Plan:</b> <b>Grade/Step/Rank:</b> <b>Class:</b>	<b>Faculty/Staff Name:</b> <b>Faculty/Staff Dept Unit #/Name:</b> <b>Faculty/Staff Job Title:</b> <b>Salary Plan:</b> <b>Position Grade/Step/Rank:</b> <b>Class:</b>
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*Cost Estimate: Is this cost based on salary savings from somewhere else?*

Exception Justification (include the following):

*Why is this necessary to support the operating unit? What is the impact to the operating unit if this request is not approved at this time?*

Request Approved

Request Not Approved at this time, please see justification below