Policy Type: Human Resources
Policy Title: Administrative/Exempt Position Title Change
Policy Number: HR-02

Purpose:
To clarify the process for official administrative/exempt position title changes.

Scope:
This policy applies to all administrative/exempt positions.

Definitions: N/A

Policy:
All requests for administrative/exempt position title changes must be initiated and approved by the appropriate appointing authority. Position title changes requested by the employee will not be considered.

Procedure:
1. The appropriate appointing authority shall request a position title change by:
   a) Appointing Authority must complete an Administrative/Exempt Title Change Form.
   b) Submit the completed form and updated Job Description to the Office of Human Resources & Legal Affairs (HR) with an electronic copy to Employee & Labor Relations.

2. The appropriate Employee & Labor Relations Manager will review and validate any changes made to the job description.

3. The Vice President of Human Resources & Legal Affairs will approve or deny the request.
   a) If approved, the Appointing Authority will review the updated job description with the employee, sign, date and submit a copy to HR to be placed in the employee’s employment folder.
   b) If denied, the VP of Human Resources & Legal Affairs will submit a written justification as to the determination to the employee’s Appointing Authority.

Specific Authority:

Law Implemented:

History of Policy or Procedure