

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

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**Purpose:**

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

**Scope:**

All administrative/exempt positions.

**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 to be reflected on the July 1 fiscal year contract by:
  - a) Appointing Authority must complete an “Administrative/Exempt Title Change Form
  - b) Submit the completed form to the Office of Human Resources by May 31 of the current year.

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**Specific Authority:**

**Law Implemented:**

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**History of Policy or Procedure**

Draft: January 24, 2003

Adopted:

Revised: April 5, 2005

Reviewed by:

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