UTA☆ Office of Talent, Culture, and Engagement

Staff Hiring and Salary Exception Request

▶ *All requests must be made with department's VP or Dean's approval. Exception requests without their knowledge or approval will be denied.*

Section 1: Department Information

Requestor Name _____

Requestor Title _____

Department _____ Date Submitted _____

Section 2: Request Details

★ *Click the appropriate option to display questions based on the type of request.*

Request to Hire

Fill a vacated position   Fill a new position   Create a new position

Effective Date of Request _____   Funding Source _____

Job Title _____   Position ID _____

Previous Employee Annual Salary, if applicable _____

Proposed Annual Salary _____   Permanent Hire   Temporary Hire

Request to Modify a Role for a Current Employee

Promotion   Salary increase   Supplemental pay   Overallocation

Effective Date of Request _____   Funding Source _____

Current Job Title _____   UTA ID _____

Proposed Job Title _____   Position ID _____

Current Annual Salary _____   Proposed Annual Salary _____

Section 3: Justification

▶ *Please provide a full explanation of how this exception request helps UTA ensure critical staffing needs are met and how this is in line with UTA's strategic and budgetary goals.*

Exception Reason: Campus health and safety   Critical leadership role

                                          Compliance with federal, state or local regulations   Contractual or legal mandate

Summary of Need: What critical work will be performed and how does this impact essential operations?

Risk of Not Filling: What are the consequences (i.e., compliance, safety, service impact) if the role remains vacant?

Mitigation Efforts: If this is denied, what changes will the department make to maintain service or meet goals?

Section 4: Approvals

Signatures

▶ *Your department's VP or Dean must approve the request before this form is submitted. The exception will not be granted without a VP or Dean's signature.*

VP or Dean Name _____

VP or Dean Signature _____   Date _____

Committee Use Only

Approved   Denied   Conditionally Approved   Notice sent to department

Notes

Submitting Completed Forms

▶ *Click the "Submit" button or email to* katherine.prusock@uta.edu.