

Request for Exception to the Hiring/Salary Freeze

Type of Action Requested

Request to Refill Vacant Position

Request for New FTE (contact HR)

Salary Action (If yes, please check one of the reasons below)

Additional Duties (change to base salary)

Temporary Salary Adjustment

Equity

Reassignment

Please provide ALL requested information. Failure to do so may result in your request being denied.

Request to Refill Position

Position (Winthrop title): _____

Replacing (employee name): _____

Final Salary: _____

Budgeted Salary: _____

Has the position been vacant for more than three months? Yes No

Date the position became vacant: _____

How will the duties/responsibilities be handled during the vacancy?

What factors would prevent the current arrangement from continuing?

Have you considered other options in the event this request is denied? Please explain.

Will additional funding be required? Yes No

One-time funding Ongoing funding

If additional funding will be necessary, please indicate the funding source.

For Salary Action

Employee Name: _____

Employee Title: _____

Hire Date: _____

Rating on Last Review: _____

Amount of request: _____

One-time-funding Ongoing funding

Funding Source: _____

Additional Comments (please limit your comments to the space provided)

HR Comments

Supervisor _____ Date _____

Dean _____ Date _____

Vice President/Provost _____ Date _____

President Approval Yes No

Date: _____