



**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, health and safety, 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.

The final authority for approval of the ERF is dependent upon the type of transaction. If the exception authority lies at the Chancellor/SLT level, the Chancellor/SLT member serves as the final approver for the ERF. ERFs requiring UHR approval must be submitted to OneSource for review after receiving approval by the Chancellor/SLT member or designee.

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.

Requestor's Information and Chancellor, SLT or Designee Approval:

Department's Request Information and Chancellor, SLT or Designee Signature (Required):	Requestor's Name: Requestor's School/Dept: Requestor's Job Title: Chancellor/SLT/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>
Position Category/ Exception Authority:	(Drop Down List)
Request Type:	(Drop Down List)
Campus:	(Drop Down List)
School (Required):	

Complete if New Position:

Complete if Existing Position:

Dept Unit #/Name: Job Title: Salary Plan: Grade/Step/Rank: Class:	Faculty/Staff Name: Faculty/Staff Dept Unit #/Name: Faculty/Staff Job Title: Salary Plan: Position Grade/Step/Rank: Class:
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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

Signature: _____

Date: _____

Senior Vice President for Human Resources &
Organizational Effectiveness