



EASTERN OREGON UNIVERSITY

# CLASSIFIED POSITION AUDIT REQUEST

## Completed by Supervisor:

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Position #: G \_\_\_\_\_

Current Classification Title: \_\_\_\_\_

Proposed Classification Title: \_\_\_\_\_

Reason for request: Requested by Supervisor:

Requested by Employee:  (attach a letter from the employee-outlining request)

Current Pay Index: \_\_\_\_\_ Percentage: \_\_\_\_\_

New Pay Index: \_\_\_\_\_ Percentage: \_\_\_\_\_

**If this position audit identifies duties that are not within the class specification, the position will need to be reclassified or duties must be removed.**

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Vice President Date

## Completed by Human Resources

Approved: Yes

No

Reason for denial:

Current Salary \_\_\_\_\_ Current Range/ Step \_\_\_\_\_

New Salary \_\_\_\_\_ New Range/Step \_\_\_\_\_

Percentage of increase (if applicable) \_\_\_\_\_

Effective Date: \_\_\_\_\_

New Merit Month: \_\_\_\_\_

## Completed by Budget

Budget Available: Yes

No

### Process Workflow:

1. Supervisor completes, attaches current Position Description and New Position Description, send the Position Descriptions electronically to Human Resource for scoring after receiving Vice President approval. Send paper copies to Human Resources.
2. Human Resources will score, if approved HR will forward to Budget for approval
3. Human Resources will notify supervisor of approval or denial based on Position Description changes or denial by budget.