**ADMINISTRATIVE PROFESSIONAL / SEIU CLASSIFIED CHANGE REQUEST FORM**

*Completed by Supervisor:*

**Name of Employee: Employee ID#:**

**Current Title: Dept.: Position #:**

**Administrative Professional Position Change Request:**

* Expansion of Duties Request
* Change in FTE Request ❑ Provisional Assignment
* Other:

**Administrative Professional Salary Review Request:**

* Adjustment (Off-Cycle) for Reasons of:

❑ Equity (Internal Alignment) ❑ Merit

* Other:

Proposed Title:

Position Grade: Current: Proposed:

Current Annual Salary:

Proposed Annual Increase (if known):

Proposed Annual Salary (if known):

Current Index: Proposed Index:

**SEIU Position Reclassification Request**

Proposed Classification Title:

Requested by Supervisor: ❑

Requested by Employee: ❑ (Attach letter from employee)

Current Pay Index: Percent:

New Pay Index: Percent:

Current Monthly Salary:

Proposed Monthly Salary:

***Note:*** *If this position change includes duties that are not within its classification specifications, then duties must be further revised or removed in order to meet original classification specifications, or the position will need to be reclassified.*

 **Detailed Explanation Underlying the Position Change/Reclassification and/or Salary Review Request:**

**Supervisor Date**

**VP/Cabinet Member**  **Date**

|  |  |
| --- | --- |
| Human Resources Dept. Review  ❑ Approved Effective Date:  ❑ Not Approved Reason:  |  Budget Review ❑ Approved ❑ Not Approved Initials: Date  |

**President** ❑ Approved ❑ Not Approved **Date**

***Change Request Form Workflow: (****Refer to AP Handbook pages 4 and 12; SEIU CBA page 82)*

1. Supervisor meets with HR Dept. to discuss desired goals, review proposed changes, and complete initial draft of change request form.
2. Supervisor meets with VP/Cabinet member to review draft change form, and to make edits or approve as is. If substantial edits are made, supervisor returns to Step 1. If approved without substantial edits, supervisor and VP/cabinet member sign the completed change form.
3. Supervisor emails PD (electronic w/ tracked changes) and signed change form (hardcopy) to HR Dept.
4. HR Dept. reviews and approves/ disapproves change. If approved, HR Dept. sends change form to Budget. If disapproved, HR Dept. returns change form to supervisor.
5. Budget reviews change form, and approves or disapproves. Sends change form to President.
6. VP/Cabinet member reviews change form with President. President returns signed or unsigned form to HR Dept.
7. HR Dept. confirms outcome with supervisor.