

Example 1.3a

UNIVERSITY CIVIL SERVICE MERIT BOARD

Institution or Agency: _____

PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION

Section 36e(3) of the Statute provides for exemption from civil service coverage for certain principal administrative employees of each institution and agency as determined by the Merit Board. Only positions whose duties and responsibilities meet one or more of the following criteria will be approved for exemption.

CRITERION A:

- (1) Whose primary duty is administrative management of a Campus or Agency division or like unit, and who reports to the Chief Executive Officer of the Campus or Agency; or
- (2) Who performs an independent administrative function and reports to the Chief Executive Officer, President, Vice-President, Chancellor, Vice Chancellor or Provost of the Campus or Agency

OR

CRITERION B:

- (1) Whose primary responsibility is the administration of an academic unit engaged in academic instruction or research (e.g., Dean, Associate and Assistant Dean, Department Head, Associate and Assistant Department Head.

OR

CRITERION C:

- (1) Who is charged with high level administrative responsibilities and whose decisions are based on administrative polices; and
- (2) Who performs these duties with only general administrative supervision or direction and who exercises discretion and independent judgment (e.g., Director, Associate or Assistant Director)

OR

CRITERION D:

- (1) Who is in a position requiring a knowledge of an advanced type in a file of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgment (e.g., physician, attorney, engineer, architect, archeologist, physicist, biochemist)

Title of Position:

Primary Function of Position:

Using space below, draw a simple organization chart illustrating the chain of command from Vice-presidential level down to all those reporting directly to position in question:

(over)

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Request for Exemption under Criterion: A B C D

In the space below, provide a description of the position which fully illustrates and describes how the duties and responsibilities assigned meet the exemption criterion check above:

Proposed salary or salary range for position: \$ _____

Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required):

NOTE: SIGNATURES SHOULD NOT BE REPEATED IN THE APPROVAL BLOCKS.

For Dean or Director:

Designated Employer Representative:

_____ Recommend approval

_____ Recommend approval

Signature: _____

Signature: _____

Date _____

Date _____

* * * * *

For Chief Authority of Campus or Institution:

_____ Recommend approval

Signature: _____

Date _____

* The above recommendation serves as certification that no candidates on current civil service reemployment registers are qualified to perform the duties and responsibilities of the position.

MERIT BOARD ACTIONS: **Approved** **Returned (See Attached)**

Date: _____

Director