## What needs to go through the exemption process...

## Must go through the exemption process:

- Recruitments (Permanent, Temporary, Emergency Hire)
- Stipends
- Reassignments (new or extensions)
- Salary increases (specifically increases and reclassifications outside the Collective Bargaining Agreement (CBA) processes which include GSI, SSI, IRP, ICP, etc.)

### Does not go through the exemption process (tracked internally by BFA):

- Faculty Additional Pay (2403)
- Special Consultant/Pay (4660)
- Lecturers/Part-Time Faculty
- Student Employees
- In-Range Progressions, In-Class Progression, and Reclassifications following the CBA processes.

# Request for Exemption Workflow

#### Create/Update Position

- PMAF
- PD UpdateAdd to Org Chart
- The Budget Office has made a commitment not to hold PMAFs as part of this process.
- Existing positions with no changes may not need a PMAF, and if the PD is already updated (i.e. has been reviewed by HR), this step may be skipped.

#### Initiate Exemption Form

- Complete form
- Email to hr.forms@csuci.edu with PD and Org Chart
- Faculty positions do not need to include an org chart, but a PD or advertisement for the position is still required as a supporting document.

#### **Exemption Form Review**

- Exemption form is reviewed by HR for completeness (NOT approval) and sent for signatures via Adobe Sign
- •HR may reach out to the initiator for missing information or documents to make sure the request is as clear as possible for the signers.

## Exemption Form Signed/Approved By...

- Hiring Manager
- AVP
- Divisional Budget Director
- Budget Office (LW)
- VP
- President
- Copied: Initiator (if not one of the signers), Donna Flores for Faculty, JoAnn Stuermer for Non-Faculty

#### Position Approved

- For recruitment, create job card and post.
- For stipends, reassignments, and salary increases normal process (requisition & supporting documents to HR)

Form may be declined by the Budget Office if insufficient funds exist or are not identified in the request. The initiator should review available budget for the position with their Divisional Budget Officer *before* submitting the request.