



## Position Change Request Form

**\*PLEASE NOTE: THIS FORM CANNOT BE USED TO MOVE AN EMPLOYEE FROM A TEMPORARY TO PERMANENT POSITION OR INTO A POSITION THAT IS NEW TO GRC**

Please Answer ALL of the following:	Answers:		
Employee Name:			
Employee ID:			
Currently exempt or classified?	Classified Exempt	<i>Will be</i> exempt or classified?	Classified Exempt
Current position title:			
Proposed new position title:			
If exempt, new salary. (If classified, do not add, new salary dictated by CBA.)			
Will the old position become a vacancy or will the position change?:	Position will become vacant Position will change N/A Concurrent appointment (exempt only)	N/A Salary change only N/A Title change only	
Is this replacing someone, if so, who?	Yes    No		
Is this Temporary? If yes, end date:			
Will the combo code change? Provide the combo code:	Yes    No		
Please select the new department:			
Current supervisor's name:			
New supervisor's name:			
Will the reporting structure change?:	Yes (Please provide org chart) No		
HR USE ONLY:	Overtime eligible?    Yes    No    PN: _____    PID: _____		

**Process:**

1. Contact budget to verify funding and combo code to use on this form ([rsample@greenriver.edu](mailto:rsample@greenriver.edu)) ***\*Please do this prior to submitting this form to HR.***
2. Email to [hr@greenriver.edu](mailto:hr@greenriver.edu) the following:
  - a. This form, completed
  - b. The job description for the new position (**will not be processed without a job description**)
  - c. Funding verification from Budget
3. This form is for **salary only** and does not include benefits. Benefits cost approximately 35% of salary.
4. HR will ask for Budget approval.
5. HR will forward for Exec Staff approval.
6. HR will ask for VP approval.
7. If this is a classified position, our Labor Manager will provide notice to the Union that one of their represented positions is changing. The Union has 21 days to respond.

**Please note the following:**

- **Do not begin working your employee in this new position until all approvals are received by HR.**
- The effective date will follow the **HR deadline schedule**, after all these steps are completed.
- The supervisor will be copied on all HR approval requests so they know what stage the position change is in.