

HEO/CLASSIFIED STAFF COMMITTEE ACTION REQUEST FORM

Revised 08/19/2025

Action(s) Requested:		
☐ Fill New Position☐ Fill Vacant Position☐ Substitute Appointment	☐ Appointment from a Search☐ Reclassification*☐ Reorganization	☐ Functional Title Change ☐ 1 Step Sal. Inc. ☐ 2 Step Sal. Inc. ☐ Other
Background Information:		
Candidate Name	<u>De</u> p	partment
Current Title		oposed Title oposed Salary
Current Salary Justification		
Divisional VP's Signature	D	ate
Attachments:		
CDO's Approval (if applicable) Resume	PVN/Job D Organization	
Committee Action: VOTE: Yes	No No	<u>Abstain</u>
Signature of Committee Chair	Date	e

^{*} Effective 01/13/2025, any employee who is reclassified will move to 1 step higher than the salary step on the schedule that is closest to, but not less than the employee's salary on the former salary schedule.