



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 282 Champions Way
 PO Box 3062410
 Tallahassee, FL 32306-2410
 Phone: (850) 644-6034

OPS EXEMPT APPOINTMENT REQUEST

INSTRUCTIONS

- Please complete this form to provide a clear and complete understanding of the specific duties and responsibilities of the position.
- Base responses on the routine, day-to-day job duties and responsibilities of the position. Do not understate or inflate the job.
- Be objective and accurate.
- Requests must be signed by the department and approved in HR prior to the employee's start date.
- Completed forms should be sent to:
 Human Resources, Employee Data Management
 Email: hr-edmdocs@fsu.edu; Mail Code: 2410

EMPLOYEE INFORMATION:

First Name: _____ Last Name: _____ EMPLID: _____

APPOINTMENT INFORMATION:

Hours per week: _____ Job Code: _____
 Position Title: _____ Department: _____
 Department Contact: _____ Phone: _____

JOB DUTIES:

Select the most appropriate category to describe the job duties:

SALARY LEVEL TEST:

Provide the weekly salary for the appointment:

Job Duties Category:	Minimum Pay:
Learned Professional	\$684 per week
Creative Professional	\$684 per week
Administrative	\$684 per week
Student Relationship	\$8.56 per hour
Instruction/Teaching	\$8.56 per hour
Medical Residency (Clinical)	\$8.56 per hour

QUALIFICATIONS OF POSITION:

Education Level Required:

List the minimum qualifications necessary to perform assigned duties of this position.

List any certifications and/or licenses necessary to perform the duties of the position.

List any required knowledge, skills or abilities necessary for this position.

ESSENTIAL FUNCTIONS OF THE POSITION

List the major functions of the position and its related tasks, beginning with the duties that take the largest portion of time.

- Only duties that are fundamental or essential to the position should be listed in this section.
- Include the percentage of time typically spend performing each duty.
- Be specific about the degree of responsibility involved and the equipment, processes and equipment used.
- Percentages should total 100%.

	Time Per Week	Major or Essential Functions of the Job
%		
%		
%		
%		
%		

DEPARTMENT APPROVAL:

Supervisor Date

Dean/Director/Department Head/Vice President Date

For Central HR Use Only:

Type of Exemption: _____ Meets exemption criteria? Yes No

Reviewed by: _____ Date: _____