



CENTER FOR  
VETERANS  
RESEARCH AND  
EDUCATION

**POSITION REQUISITION FORM**

**Date:**

**Supervisor Name:**

**PI Name:**

**Position Title:**

**Project Name:**

**Project Number:**

Timesheet Approval Responsibility:

**Position Information:**

Full Time

Part Time

Exempt (salary)

Non-Exempt (hourly)

**Recommended Salary Range:**

**Reason For Recruitment:**

Replacement Position?

Name of person being replaced:

New Position?

Budgeted pay grade/range:

Additonal Information:

PI Signature/Date:

**Admin Use Only**

Job Description Attached

Job Description Approved

Accounting Approval Signature/Date:

Executive Director Approval Signature/Date:

HR Approval Signature/Date:

Please return to Human Resources at [hr@cvre.org](mailto:hr@cvre.org) once completed

## For Administrative Office Use Only

Yes No

Does the position: pay more than \$684 per week?

### **Executive Exemption:**

Manage the work of at least two other full-time employees?

Have the authority to hire, promote or terminate others?

### **Administrative Exemption:**

Perform office or non-manual work related to "the management or general business operations" of the company?

Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance?

### **Learned Professional Exemption:**

Primarily perform work that requires "advanced knowledge" or work that is intellectual in nature?

Area of expertise related to a field of science or learning, and come from a prolonged course of study?

### **Highly Compensated Employee Exemption:**

Earns more than \$107,432 annually?

Primarily perform office or non-manual work?

Regularly perform at least one duty that classifies under the other exemptions?