Lafayette College
STAFF CHANGE REQUEST
(Promotion, Re-classification, Change in salary, Change in FTE)

REQUESTOR:

Name:       Date:
Title:       Division:

Request Type: _____
Current Position Title:       Proposed Position Title:
Current FTE:       Proposed FTE:
Proposed Hourly Rate or Salary:

Description of duties (describe how the position has become substantially more complex on a regular basis and requires substantially greater skill, effort, and responsibility) or involves assignment of new duties:

Substantiate the business purpose for the requested change:

Organizational chart for the division attached.

Requestor’s Signature:_________________________       Date:_________________________

Division Head’s Comments:

Division Head’s Signature:_________________________       Date:_________________________

________________________________________________________________________________

HUMAN RESOURCES:

Current Hourly Rate or Salary: $       Current FTE:
Banner Position #:

Employee Class for Proposed Position:     ____________ ____________ ____________
Hay Grade/Salary Level for Proposed Position:     ______

CUPA Survey: _____   Equivalent CUPA Position #:
Equivalent CUPA Survey Position Title:

Compsdata Survey Position #:     ________ ____________ ____________ ____________
Compdata Survey Position Title:

IPEDS SOC #:     ____________ ____________ ____________ ____________
Detailed SOC Code #:     ____________ ____________ ____________ ____________
Detailed SOC Title:

<table>
<thead>
<tr>
<th>Salary Survey Data</th>
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Lisa Youngkin Rex, Director Human Resources/Employment:
Hourly rate or salary requested by Division Head after discussion with Human Resources:

Adequate FTE Available: □ YES □ NO  Adequate Funding Available: □ YES □ NO
Position being funded by soft money: □ YES □ NO  If funded with soft money, term of the position:

<table>
<thead>
<tr>
<th>Expense Amount</th>
<th>Budgeted Hourly Rate</th>
<th>Budgeted Annual Rate</th>
<th>Requested Hourly Rate</th>
<th>Requested Annual Rate</th>
<th>Increase Amount</th>
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<tr>
<td>Base Salary</td>
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<td>Benefits (18-19 = 36.5% of Base)</td>
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<tr>
<td>Total Cost (Salary &amp; Benefits)</td>
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<tr>
<th>Funding</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>%</th>
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<tbody>
<tr>
<td>BANNER #</td>
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<td>BANNER #</td>
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<td>Source of Additional Funding</td>
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Craig Becker, Associate Vice President of Finance & Business Affairs:

Signature:______________________________________ Date:_________________________________________

**APPROVED BY:**

1. **Human Resources:**

Leslie F. Muhlfelder, Vice President for Human Resources and General Counsel:

Signature:______________________________________ Date:_________________________________________

2. **Finance:**

Roger A. Demareski, Vice President Finance & Administration:

Signature:______________________________________ Date:_________________________________________

3. **Division Head:**

Signature:______________________________________ Date:_________________________________________

**APPROVAL OF REQUEST:**

Alison R. Byerly, President:

Signature:______________________________________ Date:_________________________________________

April 2018