2463 – Changes in Job Description/Title

The President or his/her designee will approve all title changes and changes in job descriptions that affect pay, upon the recommendation of the Office of Human Resources. Exceptions to this standard are noted in the Barton Governance Manual.

All requests are to be initiated through the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

Date: 7/21/02

Revision(s): 1/14/08; 10/21/19 (minor revision)