Please complete this form when requesting an addition, deletion, change or exception to a Tusculum University Human Resources Policy or Procedure.

Type of Recommendation

_____Addition (a new policy or procedure)
_____Deletion (a policy or procedure to be eliminated)
_____Change
_____Permanent Exception
_____One-time exception (specific "start/stop" dates)

Recommender

Name: _____
Location: _____
Title: _____Date: _____

General Information (Fill in all the blanks)

Has this request, or one similar to it, been made before? _____Yes _____No
If "Yes", attach previous version(s)

What specific policy or procedures do you want to change?
Policy Number_____ Page Number(s)_____

What is your current practice?_____
_____
_____
_____
_____
_____

What is the change you are requesting? _____
_____
_____
_____
_____
_____
_____

Why do you want to make the change? (Attach supporting documentation)
_____
_____
_____
_____
_____
_____

What is the financial impact of this request? (Consider budget, year to date performance, etc.) _____
_____
_____
_____
_____
_____

Recommended effective date: _____

Approvals

Recommender: _____

Chief Human Resources Officer:_____

President: _____

Board of Trustees (if required by Policy 1.04 Additions, Deletions, Changes or Exceptions:_____

Be certain to attach a typed draft of the Addition, Deletion, or Change. This is not necessary for an Exception Request. Also attach as many sheets as needed to fully explain the above.

Original to Human Resources department