

OPS Exemption Request Form

UCF Human Resources

It is the policy of the University of Central Florida to apply consistent standards for the use of employment of non-student hourly OPS employees. To meet short-term or sporadic staffing needs, units may temporarily employ a qualified non-student hourly OPS employee whose employment is anticipated to last one year or less from the employee's initial hire date. See [UCF Policy 3-013 Non-Student Hourly OPS Employment](#).

The University of Central Florida recognizes that there may be special circumstances associated with OPS employment related to search exemptions or appointment duration. For consideration of these circumstances, units must fill out the form below for a further evaluation of the request. Once completed, please add the approved form to the job requisition in Workday.

Department/College/Unit _____

Position Title/Position Hours: _____

Submitted By: _____

Select the Non-Student Hourly OPS category that applies: [Click Here To Select a Category](#)

Select the exemption type category that applies: [Click Here To Select a Category](#)

Search Exemption Request - *(Include attachment if necessary)*

Please provide a justification for the request to be exempt from posting the job vacancy. Include a list of essential functions and the required minimum qualifications for the position.

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Fixed-Term Exemption Request - *(Include attachment if necessary)*

Employee Name: _____ Duration of Request: _____

Please provide justification for the request to be exempt from the one-year limitations for the OPS position.

Hiring Official Signature and Date

HRBC Director/Manager Signature and Date

To be Completed by Human Resources

Approve

Deny

Human Resource Authority Signature

Date