

## Request to Convert from Classified to University Staff

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

I would like to convert from classified staff to university employee effective \_\_\_\_\_. I understand that this is a voluntary decision and that it is irrevocable. I further understand that the Higher Education Restructuring Act provided the university with an opportunity to develop a new human resources system for university staff. The management agreement between the university and the Commonwealth authorizes the president to adopt and implement human resources systems for university employees that are consistent with the management agreement, and any other human resources policies adopted by the Department of Human Resource Management or the Board of Visitors for university personnel; and the agreement stipulates that the Board approves any major changes to compensation and benefits plans, and severance policies for those university employees not covered by the Personnel Act before those changes become effective.

I acknowledge that it is my responsibility to understand the difference between classified staff and university staff policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date