

TO: Extended Cabinet Members
FROM: Kristin Clouser, Secretary of Administration
DATE: April 4, 2023
RE: Exempt Position Request Updated Process

Since 2017, the Agency of Administration has implemented a robust review process for managing exempt positions. In Vermont State Government the presumption is, that unless otherwise authorized by the General Assembly, positions are classified and covered by the merit system, [3 V.S.A § 311](#). For that reason, the use of exempt positions is limited and is governed by specific statutory authorization.

To improve efficiencies and support proper review of exempt positions, prior approval from the Secretary of Administration is required before creating, converting, appointing (recruiting, filling, interim, double fill), or making an offer for all exempt positions.

Effective immediately, the new process for filling exempt positions is outlined below.

Requesting Approval from the Secretary of Administration:

- 1) Extended Cabinet Members will complete a Request to Fill an Exempt Position form, found online at <https://humanresources.vermont.gov/classification-position-management/exempt>.
- 2) The Department of Human Resources (DHR) will review and provide a recommendation to the Secretary of Administration.
- 3) The Office of the Secretary will make a determination and provide official notification.

After a notification of approval to fill has been received, the Department or Agency may begin working with DHR to create, convert, appoint, recruit, or make a salary offer. Please work with your Human Resources Business Partners, found online at <https://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator>. Note: None of these actions can begin prior to the notice from the Office of the Secretary.

Department/Agencies **must include** the approval notice when:

- Utilizing Success Factors to recruit/post an exempt position.
- Submitting exempt salary requests (ESRs).

If you have any questions, please reach out to DHR.Position@vermont.gov, attention DHR Classification & Position Director.