



Wage Position Conversion Procedures

Due to the limitations placed on working hours for non-salaried employees, including wage, student wage, and adjunct faculty, by the Department of Human Resource Management and the Secretary of Education, many departments may be considering converting these hourly positions to salaried categories.

Recognizing that we currently have talented and dedicated employees in these roles, HR & Payroll offers the following guidance to facilitate and streamline this transition:

To establish the new position:

1. Develop an **Employee Work Profile** (for wage to classified) or **Position Description** (for wage to administrative/professional faculty and research staff). No job descriptions are required for instructional/research faculty.
2. Complete the [Position Maintenance Form](#) (Budget Form).
3. Send both the Employee Work Profile/Position Description and Position Maintenance Form to HR at workplan@gmu.edu or via campus mail MS 3C3. Forms can be found at the [Classification and Compensation website](#).

Note: Human Resources will notify the department of the approval and indicate the assigned position number.

4. Quick recruitment options:
 - **For classified positions**, you may advertise internally via eWork for 5 business days.
 - **For faculty or administrative/professional faculty**, please contact Compliance, Diversity and Ethics, at (703) 993-8730 to obtain either;
 - a. A waiver for direct hire; or
 - b. Approval to advertise the position internally via eWork for 10 business days.

To address any questions or unique concerns, please feel free to contact the following HR & Payroll members:

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