

## UCF WORKING/FUNCTIONAL TITLE REVIEW/APPROVAL PROCEDURE

The University of Central Florida's Human Resource Classification and Compensation unit (HR-Compensation) will review proposed working/functional titles when approving compensation actions to ensure the working title reasonably reflects the responsibilities and level of the position in question.

HR-Compensation reserves the right to deny a working/functional title that does not follow the following guidelines:

- A working/functional title should not use elements of another UCF formal title/job description
- A working/functional title should not misrepresent the level of authority or responsibility of the position

Working/functional titles may be used to:

- Provide a more specific description of the functional or work performed to better facilitate business communications
- Align with professional/industry practice

Please include rationale of any working/functional title during a compensation action request. If the request is outside of an ePAF compensation action, please send the request to the [comp@ucf.edu](mailto:comp@ucf.edu) email account and the appropriate analyst will review.