

## **Employee Reclassification**

The reclassification of a staff employee to a different position is a corrective action that typically occurs when it is determined by Compensation staff (through the position reassessment process) that an employee is utilizing a job description that does not appropriately reflect current duties and responsibilities. This review could be initiated by Compensation or at the request of the department. Reclassifications are not the result of changes in an individual's performance or in anticipation of future changes in duties. Compensation staff is available, upon request, for advice and consultation for all position reassessments and will determine if it would be more appropriate to process changes as a reclassification, promotion, demotion or transfer.

Supervisors should continuously evaluate the appropriateness of job duties and responsibilities for all positions and may request a position reassessment at any time.

A request for position reassessment must include the following:

- **“Request for Position Reassessment” form**, which must be completed by the department's human resources professional, director, manager or home department coordinator; it must also be reviewed and supported by “one level up” as well as the most senior position in the school/division (e.g., Dean, Vice President, Associate Senior Vice President, Vice Provost, etc.). This form is located on this site.
- **Position Questionnaire**, located on this site, which must be completed by employee, listing the primary job duties performed, described in his or her own words (not verbiage from the job description). The supervisor must confirm the information provided by the employee and may amend it. The final version of the questionnaire must be signed by both the employee and his or her supervisor acknowledging the accuracy of the information.
- **Organizational Chart for the unit**, which should include names and job titles/codes for all positions and clearly identify where this position fits into the organization. The chart should name all employees, including student workers, reporting to the employee under consideration for reclassification, as well as the employees' percentage of effort and the number of weekly hours worked by each student worker, if applicable.
- **Current job description for the position**, which must be the most recent one on file, signed by both employee and supervisor.
- **Proposed job description for the position**, which must be completed with the percentage of time, essential, marginal and not applicable designations. **The employee should not sign the submitted proposed job description until after Compensation has approved the reclassification.**

Upon receipt of the Request for Position Reassessment form and all the accompanying documents, Compensation staff will begin the review process. Departments should anticipate

a review period of four to eight weeks. During this period, Compensation staff may conduct interviews to clarify duties and responsibilities.

No commitment of a change should be made to the employee until after Compensation staff notifies the department of their decision. The effective date may not be retroactive. If the reclassification is approved, the employee and supervisor will be required to sign the new job description and Job Information Questionnaire.

Rates of pay for employees who are reclassified to a lower level of responsibility will remain at their existing pay. A staff employee who is reclassified to a higher level of responsibility may be eligible for a pay increase, initiated at the discretion of the unit, but an increase is not required. Increases in pay require the supervisor to follow the guidelines outlined in the “Staff Wage and Salary Guidelines” (see “Equity Pay Adjustments”).