

## PROCEDURE 2.1.3: RECLASSIFICATION

### Employees

#### Criterion

Reclassification is a change in status of a position, raising it to a higher level or classification on the basis of an increase in scope of job responsibilities with substantial changes in the kinds of tasks required.

Three responsibility factors are considered in reviewing a reclassification request:

1. **Scope of work performed:** The breadth of depth of the responsibilities and how those align with the current job classification.
2. **Internal equity:** The type of work being done in comparison to similar classifications and levels.
3. **Confidential information:** Measures the discretion and integrity required in safeguarding confidential information from unauthorized or premature disclosure.

#### Process

1. As a physical plant, secretarial/support, technical and mid-management employee who has completed one year of active service, you can request your position be reclassified by submitting a written request to your immediate supervisor in December.

The written request should include:

- a. A copy of your current job description as available from Human Resources.
  - b. A summary of the changes that have occurred in the job description.
  - c. Any background information that would be helpful in clarifying the situation.
2. Within 15 working days, the immediate non-bargaining unit supervisor will meet with HR and give the corresponding documents and their recommendation to HR for an independent evaluation.
  3. HR will review the documents and respond to the supervisor in 30 working days of their opinion.
  4. The supervisor will notify you in writing if your request is approved for review by the cabinet or if the request is denied and why.
  5. Approved reclassification requests will be submitted by the supervisor to the appropriate vice president for cabinet review within 10 working days.
  6. The cabinet will review each approved request and deny or approve based upon college needs and resources.
  7. The employee may re-apply at any time during the appropriate timeframe.

## Administrators

Administrators requesting reclassification can submit their request to their supervisor in writing. The written request should specify the desired level and the reasons the position should be reclassified. The supervisor will consult with their supervisor and the president of the college in arriving at a decision within a reasonable period of time.

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