

PROCEDURE on Employee Request for Reclassification

Number 2.1.0.2

Criterion

"Reclassification" refers to a change of status of a position of raising it to a higher level or classification on the basis of substantial changes in the kinds of tasks needed. An increase in *the scope of* job responsibilities required will be the criterion for the upward reclassification of a position.

Three responsibility factors that must be considered in reviewing a reclassification request are as follows:

1. "Scope of Work Performed" refers to the breadth of depth of the responsibilities and how those align with the current job classification.
2. "Internal Equity" refers to 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. Physical plant, secretarial/support, technical, and mid-management employees who have completed one year of active service may request that his/her position be reclassified by submitting a written request to his/her immediate supervisor in December.

The written request should include:

- a. Copy of current job description as available from the Personnel Office.
 - b. A summary of the changes which have occurred in the job description.
 - c. Any background information which 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 his or her opinion.
4. The Supervisor will notify the employee in writing if the request is approved for review by the Cabinet or denied.
5. Requests for reclassification that are approved 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.