



**Tqigt" Y knkc o u"Wpkxgtukv{øu"**  
**RQUKVKQP"ENCUUKHKECVKQP"RQNKEL ("RTQEGFWTG"**

**RTGHCEG**

personnel planning. A pattern of unscheduled reclassifications requests indicates, at least, a lack of managerial prudence and planning.

The basis of proposed reclassification must then be founded in a good faith submission that the position's characteristic responsibilities, accountability, complexity, difficulty, impact and ultimately, its value to the university have changed significantly as the necessary evolution of a cohesive, productive, fiscally responsible, staffing pattern."

### RTQEGUU

1. Both initial position classification and position reclassification demand the same type and level of construction and review. All position authorization and initial classification or reclassification review will commence only upon the directive of the university's President or appropriate Vice President (Initiator) following consultation with the Vice President for Human Resources and those members of the university's managerial staff responsible for proper administration of the position and its expectation and attributes. Reclassification review may be requested no more than once per year by the incumbent of a position with at least one full year of appointment to the position, prior to the request and the interval between requests must be at least one year. However, reclassification review will be commenced only upon the express endorsement of the applicable Initiator.
  - a. The Vice President for Human Resources, where program review indicates a significant, unannounced and continuing position adjustment, may, following consultation with the appropriate Vice President, commence a review in accordance with this policy and procedure.
2. The process is initiated by the completion and submission of a Classification/Reclassification Request Form to the Department of Human Resources. The form must be signed as a formal proposal by the relevant Initiator and the submission must include the following documentation:
  - a. Formal, detailed business and organizational rationale for the position creation or change (even if supporting a temporary adjustment).
  - b. Organization impact statement. This must include organization charts prior to and following the proposed action. Additionally, an explanation must be provided of how, or if, the proposed action will (or has) significantly affected other positions within the department, division or operations area.
  - c. Completed position questionnaire or proposed job description in authorized format, concerning the position for which evaluation is being requested.

3. A classification or reclassification request will then be reviewed and the position analyzed by the Department of Human Resources. Those meeting all of the above prerequisites will be evaluated against the following, relevant criteria:
  - a. Standardized Compensation Evaluation Tool (e.g., Hay Pt. Factor, Paired Comparison)
  - b. External, validated, market data and survey studies
  - c. Reciprocal impact on proper classification where other positions holding similar responsibilities exist.

Notification to and consultation with the Initiator and/or the Initiator's express managerial designee, directly responsible for the position's performance delivery, will occur if documentation is incomplete, or additional discussion is warranted.

4. In consultation with, consistent with and following the evaluation by the Department of Human R

higher salary level

range is \$40,000 to \$60,000, the employee will receive up to a \$2,000 increase to \$42,000.

(2)" **Rgthqt o cpeg" Egtvkkkgf" Cnvgtpcvkxg<** If and when the incumbent has, of record, been previously identified in a fully executed annual performance evaluation as highly successful in performance of the position, specifically including performance of those responsibilities that resulted in the reclassification, the increase may exceed that set out by the "General Rule" above, but under no circumstance shall the increase exceed that amount that will maintain the employee's relative position in the salary range of the deleted position. To illustrate, if an employee's salary is at the 60<sup>th</sup> percentile of the deleted position's salary range and it is determined that the employee was performing those duties that resulted in reclassification at a highly successful level, that employee may be placed on the new position's salary range at a salary no higher than the 60<sup>th</sup> percentile of the new position's salary range. The final, fully accountable decision as to the proper increase will be made by the Initiator, after considering, in addition to positive performance of the reclassified position responsibilities, position valuation, market competitiveness, and fiscal responsibilities.

b. All negative adjustments shall be implemented in the first full pay period following the date that the university formally notifies the reclassified position incumbent of the university decision. Negative salary adjustment shall be effected such that:

j

s

- a. Within thirty (30) calendar days of written notification of the university's reclassification determination, the incumbent (Appellant) or the Initiator on behalf of the Appellant, may file a written appeal to the University Classification Appeal Committee (UCAC). The appeal must set out the basis for the appeal and the facts in support of the appeal.

- or -

Within fifteen (15) calendar days of written notification to the position's incumbent, of the Initiator's second rejection of a reclassification request, the Appellant may file a written appeal to the UCAC. The appeal must set out all facts in support of the appeal with requisite detail to enable a credible review of the record.

The UCAC is comprised of the Vice President for Human Resources as chair and two other Vice Presidents one selected by the Appellant and one selected by the VP of Human Resources. The Initiator may not serve on the UCAC.

- b. The UCAC shall convene, review the written appeal and upon either a specific request of the Initiator, or the Appellant or at its discretion, shall  
h

- e. All salary actions are held in suspense pending resolution of the appeal. Effective dates of any compensation adjustment are as described above. An unsuccessful appeal will result in a disqualification of the Appellant's right to request reclassification review for two years from date of UCAC finding."

**GZEGRVKOPU**

Exceptions to policy an