



Internal Position Reclassification Procedure

Definitions:

- **Reclassification** - a permanent modification in an existing classified (Clerical, Maintenance, Protective Services, or Administrative & Residual) or unclassified (Management/Confidential or SUOAF) position.
- **Temporary Under-fill** – a situation where the University fills an existing vacancy with a position at a lower level in order to attract a broader candidate pool. In these situations, it is the University’s intent to upgrade the position to the original classification as the individual acquires the necessary skills and experience.
- **Unclassified Position** – For purposes of the reclassification procedures, they include management/confidential and SUOAF positions.
- **Classified Positions** - For purposes of the reclassification procedures, they include Clerical, Protective Services, Maintenance, and Administrative & Residual positions.

Reclassification Procedure:

The following is the procedure that departments should follow when they would like to reclassify one of their vacant positions or a position in which there is an incumbent. The University will consider position reclassifications twice per year (January and July). In order to qualify for the January or July review the Requesting Department Section of the [Internal Position Reclassification Form](#) must be completed in full and submitted to the Human Resources Department no later than one month prior.

1. The initiating department should complete the Requesting Department Section of the “Position Reclassification Form.” This form can be obtained from the Human Resources Department or can be downloaded from the Human Resources Department website.
2. The initiating department should submit the completed form to Human Resources Department. The Human Resources Department will then work with the initiating parties on obtaining the necessary documentation and will make an initial determination whether or not the proposed reclassification is warranted based upon whether the incumbent meets the minimum qualifications for the reclassified position.
3. The Human Resources Department will make the Vice President of Finance & Administration aware of the budgetary impact. A recap sheet will be prepared showing the additional salary and additional fringe benefits along with the totals for the remainder of the current fiscal year as well as the annualized totals.
4. The Human Resources Department will then present the proposed reclassification to the President’s Advisory Council for review. The President retains ultimate authority to proceed or not to proceed with any reclassification proposal.
5. If the President approves the proposed reclassification the Human Resources Department will then complete the final stage. For unclassified positions this would be obtaining the necessary approval from the Council on Employee Relations (CER). For classified positions this would be gaining the final approval from the State Department of Administrative Services (DAS).
6. Once all of the above steps are completed the Human Resources Department will notify all of the parties involved of the final outcome.