

 <p><b>Category:</b> Human Resources</p> <p><b>Policy applicable for:</b> Classified and Unclassified Employees</p>	<p><i>Policy Title:</i></p> <p><b>Reclassification Unclassified and Classified Unrepresented</b></p> <p><b>Effective Date:</b> 07/01/2015</p> <p><b>Prior Effective Date:</b> 05/2002</p>	<p><i>Policy Number:</i></p> <p><b>13.03</b></p> <p><b>Policy Owner:</b> Sr. VP for Administration and Finance</p> <p><b>Responsible Office(s):</b> Human Resources Compensation</p>
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## Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

## Policy

1. An incumbent or supervisor may request a review of a position based on a belief that duties and responsibilities or qualification of a position are such that it is inappropriately classified.
2. A job classification review will not be conducted within six months of the last review for the same position.
3. An employee serving a probationary period is not eligible for reclassification.
4. An employee who moves from an unclassified to a classified position will be considered a new employee in the classified service for purpose of continuous years of service.
5. Reclassified employees do not serve probation (See policy 14-02 for promotion policy).
6. **Classified** Positions - The effective date of the new reclassification and any accompanying pay adjustment shall be the beginning of the pay period the date on which the completed Position Review, with appropriate signatures, was received by the Compensation Department, or thirty days following receipt of the Position Review by the employee's supervisor.
7. **Unclassified** Positions - The effective date of the new classification and any associated pay adjustments will be based on the date the final Position Review was submitted by the employee to their supervisor. The effective date of the new reclassification and any accompanying pay adjustment shall be first day of the current month if submitted prior to the 15<sup>th</sup> of that month, if submitted after the 15<sup>th</sup> of the month the effective date will be the first day of the following month.

8. Associated salary adjustments will be completed by compensation (See policy 14-15 for Reclassification Salary Adjustments).

## **Procedure**

1. A request for review of a position may be initiated by a non-probationary employee, Supervisor, administrative unit head, budget unit head, or recommended by Human Resources. All appropriate signatures are required prior to submission.
2. The Compensation Department will review submitted information about the position duties and responsibilities.
3. Compensation department will consult and discuss the submission with the supervisor or administrative unit head.
4. The Compensation Department will notify the immediate supervisor and/or administrative unit head of the determination.
5. The immediate supervisor will notify the incumbent in writing of the final determination.
6. If a change in title and/or salary has been recommended, the Human Resource department will make appropriate changes to the employee record.
7. The Compensation Department may determine that a position be moved from the classified to the unclassified service. The affected employee must either sign a statement acknowledging and accepting the unclassified status or appeal the decision to the State Personnel Board of Review. An employee who accepts a position determination to an unclassified position gives up the rights of a classified civil service employee. It is the responsibility of the supervisor to ensure completion and submission of the signed statement to Compensation.