

SECTION: Business Affairs/Human Resources and Risk Management
SUBJECT: Re-classification of Employees

ISSUED BY: Human Resources
REPLACES: N/A
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: N/A

Policy

The annual personnel budget is prepared in May and June for the following fiscal year. All recommendations for adjustment or reclassification should be initiated in early April. Unless a position has taken additional duties and responsibilities, changed substantially, or has not been evaluated for a significant length of time (10 years), there may not be justification for reclassification or evaluation of the position.

Procedure

For Staff Positions: The Vice President of the area desiring to evaluate the classification should contact the Vice President for Business Affairs and Treasurer to request the evaluation. If the Vice President for Business Affairs and Treasurer deems the request valid as described, then a request will be made of the Office of Human Resources and Risk Management to reclassify the position.

Human Resources will send a questionnaire to be completed. After the questionnaire has been reviewed an interview will be arranged with the direct supervisor to gather additional information. The final recommendations for the position will be sent to the Vice President of Business Affairs and Treasurer for approval. The Vice President of Business Affairs and Treasurer will make the final recommendations to the President's Cabinet if the position merits significant change to another status such as professional or administrative.