50.51 -- Requests for Job Reclassifications
DRAFT October 2, 2014, GCW

A. General. The classification of a position determines the pay grade to which it is assigned. Classification decisions are not based on an employee's job performance but on job value factors (see FSH 3360). They are based on identifying and analyzing the established job value factors within the current job and comparing those job value factors to other positions in the same and higher (or lower) classifications. At UI, classification reviews are performed in Employment Services in Human Resources (HR). Reclassification decisions may be appealed (see C-2 below). Procedures for requesting a reclassification appear in section C-1. Procedures for appealing reclassifications appear in C-2.

The reclassification process is for classified (CL) employees and exempt staff only. Human Resources will review the position description for a vacant position prior to recruiting for that position to determine the correct classification.

B. Process. The classification analyst (HR business partner) will perform a job analysis to determine the appropriate classification at the time the position is established, or subsequently when an approved request is received in HR. Reasons for reclassification may include: a significant change in job responsibilities and tasks, and may require higher level or lesser level knowledge, skills and abilities. Reclassifications may result in a position moving to a higher or lower pay grade. See ADM 50.21 for information regarding demotion of classified employees. See APM 50.35 for reclassification and a change of FLSA status. New duties assigned to the position must be permanent and if an incumbent exists, be performed currently. The reclassification request may be made at any time after these two criteria are met. The division or unit submitting a request for reclassification provides the funds for any necessary payment increase resulting from the review. If a reclassification and pay change are warranted, the effective date of the pay change will be the date the complete reclassification package was submitted to Human Resources. Classification decisions may be appealed. [rev. 11-06]

C. Procedure.

C-1. Procedure for requesting job reclassification. The following procedures should be followed to request a job reclassification for university staff. A reclassification request can be made by the incumbent or the supervisor. The supervisor should understand the department's unit's internal processes are followed approval procedures. A reclassification request for a position with an incumbent may be made no sooner than nine (9) months after the incumbent's hire date into that position.

i) Obtain Reclassification Packet. After new or expanded duties have been permanently assigned and the employee has begun performing them, the supervisor should review the reclassification process and obtain any related forms on the HR website: http://www.uidaho.edu/human-resources/managers/classification or call HR at (208) 885-3638 for directions.

ii) Complete Job Description. Complete a job description in the PeopleAdmin current employment system accessed and follow the directions on the HR website. The job descriptions may be sent to Human Resources prior to submission of the reclassification for a preliminary review. By Human Resources to estimate whether requesting a reclassification is appropriate. [rev. 11-06]

iii) Additional Steps. Follow the guidelines on the HR website for completion of the reclassification Request Form and Questionnaire located on the HR website. It is the supervisor's responsibility to confirm with appropriate department/unit and budgeting personnel that adequate funding will be available if the reclassification is successful.

vi) Desk Audit. A classification analyst from Employment Services may conduct a desk audit of the position by meeting in person or over the telephone with the incumbent and/or the supervisor to review the reclassification questionnaire and job description.

vii) Reclassification Review. A comprehensive analysis of the position is completed by:
a) Reviewing the current and proposed job description to identify if the changes in duties, responsibilities and required knowledges and skills are significant; and
b) If so, identifying and analyzing the established job value factors in the proposed job description and reclassification materials and then comparing them to positions in the current and higher grades. The job value factors include Knowledges and Skills (What is needed to effectively perform the duties of the position?), Scope of Responsibility (What ability does this position have to make or control contributions?), and Range of Impact (How "big" is the function, department unit or processes touched?). More information is available on HR’s website.

viii) Written Recommendation. A written recommendation is made by the executive director of human resources or designee and is sent to the related vice-president, dean or director of the unit with a copy to the supervisor and the incumbent. The recommendation will include the appropriate wage change and effective date if the reclassification is implemented. [ed. 11-06]

ix) Action by Department. Within thirty (30) calendar days of receiving the reclassification recommendations from Employment Services, the dean or director has the responsibility to take one of the following courses of action:

a) Implement the recommendation; or

b) Return the recommendation to the analyst in Employment Services asking which duties should be removed from the job to sustain the current title and pay grade; or

c) The supervisor and employee may meet with the analyst for a further explanation of the classification decision and discuss any information not already contained in the reclassification materials; or

d) Appeal the classification decision (see C-2 below).

If the reclassification is accepted by the related vice president, the department unit will need to initiate an Electronic Personnel Action Form (EPAF) on the University Banner HR system to start the new rate on the effective date outlined in HR’s recommendation. The effective date may be retroactive to the date Human Resources received the full reclassification packet. The supervisor and employee are responsible for implementing the outcome of the outcome.

C-2. Procedure for appealing a reclassification.

i) Notice of Appeal. The appeal process may be initiated if the supervisor or the employee do not agree with the final classification decision made by HR. Appeals of Employment Services classification decisions are submitted directly to the vice president of finance and administration. A Notice of Appeal form must be filed with the vice president for finance and administration, with a copy to the Classified Position Appeals Board (CPAB) chair. The notice must be filed within thirty (30) calendar days of Human Resources issuance of the outcome notification to the employee and supervisor.

ii) Hearing Schedule. The vice president for finance and administration will notify the director of Employment Services that a Notice of Appeal form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that Employment Services supply seven copies of available documentation to the CPAB chair within ten (10) working days. CPAB will schedule a hearing at the earliest time convenient for all parties.

iii) Hearing. The director of Employment Services, the classification analyst, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing by the CPAB chair. The hearing will proceed as follows: the analyst from Employment Services will present the basis for the recommendation that was made; the employee or supervisor, or both, will present reasons for disagreement; the classification analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentations. The board will then meet in closed session for deliberation and to develop a recommendation to be submitted to the vice president.

Commented [TA12]: Weightings?
Commented [TA13]: Current Job Value Factors listed on HR website appear open to interpretation and would be difficult to be used to defend a decision made. Value/factors or “weightings” are important for employees to understand their classification category and decisions made in reclassifications.

Commented [TA14]: In B above it states “It will be effective once HR receives complete packet.”
Commented [TA15]: Addressed in next sentence.
Commented [TA16]: Is the Director of Employment Services a member on CPAB? Who makes the reclass decision?

Commented [TA17]: states this in iv) next page.
iv) **Decision.** The CPAB will forward its recommendation to the vice president for finance and administration. The vice president will review the recommendation, make a decision, and notify the employee, the employee’s supervisor, the director of employment services, the classification analyst and the CPAB chair of the final decision. The vice president’s decision is final, and not subject to further appeal.

D. **Information.** Information regarding position classification procedures, requests for reclassifications, and appeals of classifications may be obtained from Human Resources, (208) 885-3612 or hr-classcomp@uidaho.edu.