



Human Resources Internal Operating Procedures

Procedure 6.9: Reclassifying Staff Positions
Volume 6
Managing Office: Office of Human Resources
Effective Date: May 29, 2012

Purpose

This procedure will document the process and guidelines to reclassify positions for staff employees when the position performs 60% or more job duties of the current defined assigned job description and also assume additional duties that are substantial different than the current job duties to warrant a change in classification.

Guidelines

- Request a classification review whenever permanent and substantial changes in job duties occur. Common examples include: Changes in the scope, nature, variety, and complexity of work performed; changes in supervision received; changes in supervision exercised.
- The employee must meet the qualifications of the new proposed job description.
- The new proposed job description should reflect substantially different and additional duties.
- Do not request a classification review when work volume increases or job performance is outstanding. Work volume and job performance do not justify reclassification.
- Classification review may result in a higher or lower classification change.
- Past performance must indicate an ability to perform the new responsibilities in a satisfactory manner.
- Classification change must be permanent even if the incumbent leaves the position.

Procedure

- A. The immediate supervisor of the position must obtain written approval from his/her supervisor, vice president of the unit, or senior personnel officer by completing the Request and Justification for Reclassification form.
- B. Request for reclassification: The immediate supervisor of the position initiates the reclassification process by submitting the following to the Office of Human Resources:
 1. Approved Request and Justification for Reclassification Form – Attachment 1
 2. New job description
 3. Current job description
 4. Organizational chart of the department
 5. A memo comparing the difference between the current job duties and proposed new job duties.

- C. The Office of Human Resources (HR) will:
1. Review all material submitted in steps B
 2. Verify the employee meets the qualification of the new job.
 3. Grade the new position to determine the correct grade for the proposed new job description.
 4. Notify the immediate supervisor and all approving manager(s) of the results of the reclassification position audit.
 5. If there is a change in the position, HR will provide the immediate supervisor with:
 - a) A template letter to give to the employee
 - b) Guidelines on how to communicate the change to the employee
 - c) Guidelines on how to communicate the new expectations to the employee as it relates to the newly reclassified position.
 6. Upon approval, HR will update the employee's status in Banner.

**Alabama Agricultural and Mechanical University
Office of Human Resources**

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762
Phone: 256.372.5835 Fax: 256.372.4881

Request and Justification for Reclassification Form

Directions for immediate supervisor:

Please complete this form if you believe that a position in your department performs job duties that are 60% or more of the current defined job description **AND** also assume additional duties that are substantial different than the current job duties. Please submit separate forms for each affected position. Return the approved form to the Director of Human Resources, 4101 Meridian Street.

Immediate Supervisor's General Information:

Supervisor's Name: _____ Department: _____

Proposed Date of Modification: _____ Today's Date: _____
(Must be at least 3 weeks from today's date)

Telephone Number: _____ Email address: _____

Incumbent's General Information:

Current or Previous Incumbent's Name: _____

Current Incumbent's Banner ID#: _____

Department: _____

Current Job Description: _____

Current Salary: _____

Proposed Requested Job Description: _____

Proposed Salary: _____

Funding General Information:

Current Funding Information for Position: _____

If the results from the position reclassification audit increase the salary of the position, what funding source(s) will be used to offset the differences in salary? Please provide the funding sources (s):

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Request and Justification for Reclassification Form

Justification of Reclassification Request:

Attachment Checklist:

Please ensure the following documents are attached before obtaining the necessary signature approvals:

- New job description
- Current job description
- Organizational chart of the department
- A memo comparing the difference between the current job duties and proposed new job duties

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Request and Justification for Reclassification Form

Approvals:

Preparer: Signatures **MUST** occur in the following subsequent 1-2-3-4 order. After you have completed all sections and attached all documents, FORWARD form to required approvers only. Upon receipt of final approval, send form to the Office of Human Resources.

Approved for further review: Yes No

1. _____
Director/Dept. Chair [If Applicable] (Print) Signature Date

Comments: _____

Approved for further review: Yes No

2. _____
Dean [If Applicable] (Print) Signature Date

Comments: _____

Approved for further review: Yes No

3. _____
Vice President or
Senior HR Personnel Officer (Print) Signature Date

Comments: _____

Approved for further review: Yes No

4. _____
Budget and Planning (Print) Signature Date

Comments: _____

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Request and Justification for Reclassification Form

HR—Checklist and Approval:

Checklist

All documents attached
All necessary signatures obtained on form
60% test
Review of new job duties
Minimum qualifications
Grade position
Review performance review
Complete FLSA test

Approval

Reclassification warranted: Yes No

Director of Human Resources (Print)

Signature

Date

Comments: