

Request for Position Reclassification

Overview

Reclassification occurs for positions for which significant and permanent changes to the job duties, qualifications, responsibilities, decision-making and/or level of supervision have significantly changed since the last time the position was reviewed and considered for the correct classification. In some cases, jobs change so dramatically that they are essentially a different and thus, new position. In these cases, the reclassification is not appropriate and the proper process is to post and advertise the job or request a search waiver form the Chief Diversity Officer. HR will advise which process to follow. Temporary changes to a position do not constitute a reclassification but may fall under the “Temporarily Working at a Higher Classification” guidelines and be eligible for a temporary pay increase. See the HR website for more information.

Reclassifications reflect changes to a position, regardless of whether an incumbent exists or not. Reclassifications must never be used to reward or secure a pay increase of an individual because the classification decision is not about the person but about a position and the business-related need for the position’s changes in tasks and responsibilities.

The University of Idaho combined both FLSA exempt and non-exempt (classified) staff positions into one classification system in 2013. The system is a hybrid market-based and factor comparison system. Individual reclassifications may be considered under the factor comparison system meaning market-based data is not relevant. The market-based part of the system applies to the evaluation of entire classifications.

The University has streamlined and sped up reclassifications compared to the 2012 process.

Administrative Procedures Manual section 50.51 will be revised in 2014 to reflect this new process. See the HR website for up-to-date information.

Informal Review

Prior to initiating this process, a supervisor may revise a job description and ask the HR business partner for an informal review to estimate whether the changes may result in a reclassification. It will still be helpful for the supervisor to point out the changes to the job. This could save the supervisor significant time if a reclassification is unlikely.

Required Paperwork from Incumbent and/or Supervisor

Reclassification requests should include:

1. An updated UI Job Description (UIJD) in the PeopleAdmin Position Description Module. This revised UIJD should reflect permanent changes.

2. A completed Reclassification Request Form and Questionnaire found on the HR website. This form should be uploaded into PeopleAdmin (See below). The questionnaire may be supplemented with additional information if needed. Do not submit salary or market information or information about the incumbent. The only relevant incumbent information is if he or she meets the minimum qualifications of the revised position. HR will assume this is the case if the reclassification is submitted.

Supervisor Instructions

Note – An employee may initiate a reclassification request with a supervisor but the supervisor must complete the updated job description and supporting justification materials outlined below. If there is disagreement between the supervisor and the employee about the need for a reclassification request, the supervisor can informally consult with the HR Business Partner to help reconcile the issue. It is not an employee’s responsibility to complete any of the reclassification-related paperwork. It is always the supervisor’s responsibility to decide the job tasks, duties and responsibilities.

The supervisor has the following responsibilities:

- To ensure that the information provided is accurate.
- To secure funding approval in advance of the reclassification request. A one level change typically means an increase between 5% and 12%.
- The supervisor should follow whatever approval process their Dean or Vice President chooses to implement for that division. HR will not monitor or review these approvals but will submit the packet and relevant information to the Vice President if a reclassification is warranted. We encourage supervisors to make sure the related VP is aware of the request.
- Ensure the incumbent meets or exceeds the minimum qualifications.

Submitting Reclassification Requests in PeopleAdmin

To initiate the reclassification process in PeopleAdmin:

1. Enter the **Position Management** module.
2. Hover over *Position Descriptions* and select “Staff/Professional.”
3. Select the position and click on “Modify Position Description.”
4. Fill out the fields as normal. In the “Action” field, choose “Major Updates for Review.”
5. Modify the duties to accurately reflect the change to the position in the Responsibilities section.
6. Upload the reclassification paperwork and any other supporting documentation in the “Position Documents” tab.
7. Once all modifications and uploads are complete, route to “AAC Initial Review.”
8. The AAC will route to “HRS.”
9. HR will review the reclassification justification and materials. HR will assign appropriate classification based on the reclassification information provided and will upload a reclass

response form. Once decided (including a decision of no change), HR will route to “AAC Routing.”

10. AAC will route to appropriate Approvers and Office of Sponsored Programs, if needed. Once all approvals have been met, AAC will route to “Executive Approver.”
11. Executive Approver will review and make final approval. Once final approval is made, Executive Approver will route to “HRS Final Review.”
12. HR will update the Position Control Number (PCN) information in Banner based on classification. Once information is correctly updated, HR will route to “Approved.”

What to Expect

Classification decisions are based on the job value factors of **Knowledge and Skills** (including difficulty of tasks performed, types of knowledge and skills required, minimum qualifications, Scope of **Responsibility** (including the breadth of control and responsibility, variety of work, degree of management authority, complexity, management responsibility and resources and budget accountability) and **Range of Impact** (freedom to act, independence of action, level and types of decisions, types of communication and consequences of an error).

For a reclassification to be successful, the primary duty or duties of a job must have undergone significant and permanent changes. It is not uncommon for the other job value factors to change or increase when the primary duties have changed. HR will take those changes and if deemed significant, will use the job value factors and compare the position **to all the positions at higher classifications**. If the revised position matches the job value factors of most of the positions at the higher level, the reclassification will be approved. **To be clear, the standard for a successful reclassification is higher than it was when compared to the prior reclassification system at the University of Idaho.**

When HR receives a complete packet, our goal is to complete the reclassification review within three weeks. The steps may include:

1. Review of information to determine if there have been significant changes to the positions and if so, whether the changes constitute a different job which may trigger a search or waiver request.
2. If there are significant changes that reflect work at a higher level, HR may conduct a desk audit which entails visiting with the supervisor and an employee separately. An employee may be asked to demonstrate the higher level duties.
3. HR will conclude the review, issue a written determination to the supervisor, employee and Vice President and make a salary change recommendation to the VP based on current compensation practices.
4. Even if a reclassification is not warranted, the revised job description should be finalized and approved.
5. An unfavorable decision may be appealed to the Vice President for Administration and Finance under FSH 1640.24. Exempt staff should follow the same appeals procedure.
6. If successful, the effective date for the pay change will be the date the completed reclassification package was submitted to HR.

If a supervisor or an employee disagrees with the classification decision, they may appeal using the process outline in FSH 1640.24.

Updated June 11, 2014