



PROCEDURE FOR A RECLASSIFICATION REQUEST

The following is the appropriate procedure for requesting a reclassification of a classified position. Also included are definitions so the correct terminology is used.

Definitions:

- **Allocation:** The assignment of a specific position to an appropriate class on the basis of the kind, difficult, or responsibility of the work performed.
- **Reclassification:** Changing the allocation of a position to a higher, lower, or equivalent class by either a reallocation or a change in allocation.
 - **Reallocation:** A reclassification of a position resulting from significant changes over a period of time in the duties and responsibilities of a position. Incumbent is automatically appointed.
 - **Change in Allocation:** A reclassification of a position resulting from abrupt, management-imposed changes in the duties and responsibilities of a position. Requires a competitive appointment. Incumbent does not automatically remain in the position.

Procedure for Department

The following steps must be taken for all reclassification requests submitted to Human Resources.

- The employee and supervisor should review the employee's former position description, and must submit it with the proposed position description.
- The employee and supervisor should complete for submission the new or updated classified position description signed by both the employee and supervisor.
- Supervisor should include a cover memorandum that states:
 - The current classification of the incumbent.
 - How the job has changed. (Specific duties or level of responsibility.)
 - Why the job has changed.
 - Timeline for change.
 - The new classification you are proposing.
- Approval through the reallocation/change in classification request form from the vice president or dean. A memorandum from the vice president or dean may also be submitted if appropriate.
- An organizational chart is required for submission. If you don't have an organizational chart, contact Human Resources for assistance.

Other documentation may be submitted which may be helpful in describing the position including, but not limited to, sample work products, forms, formats, and reports. Submission of the information listed above constitutes a properly documented reclassification request. Requests that are not properly documented, incomplete or lacking signatures will not be accepted by Human Resources.

Procedure for Human Resources Office

- The Human Resources department will review the former position description, the proposed position description (with employee and supervisor signatures), the organizational chart, the supervisor's cover memorandum, and the approval from the vice president or dean.
- The Human Resources department will be notified of the results of the submission to the Office of the Chancellor. The Human Resources department will communicate the results to the supervisor and employee. If the department and/or employee would like to appeal, please contact the Human Resources department.

Important Factors to be Aware of When Considering Positions for Reclassification

- Reclassification decisions are based on the level of the duties and responsibilities of a position, not on an incumbent's specific job performance.
 - Reclassification is not an appropriate mechanism to reward an individual for outstanding job performance.
 - The denial for reclassification is not a comment on an individual's job performance.
- When a reclassification is a change in allocation, the incumbent must have qualified for the position through an examination process in order to be appointed.
 - In most cases this means the incumbent must be a certified eligible candidate currently on the eligibility list for the new classification. An incumbent who has not qualified must be removed from the position.
- All reclassification from non-supervisory to supervisory positions are considered changes in allocation, not reallocations. These requests must be accompanied by the Supervisory Status Questionnaire (available from the Human Resources office).
- The selection process must not be by-passed by withholding a request for reclassification, after assignment of new duties, and then attempting to have the position "reallocated."
 - No matter how long after an abrupt assignment of new duties a request is made, it is still considered a change in allocation.
- It is in the best interest for the incumbent of the position to have taken and passed the examination for the higher classification that is being considered.

Class specifications can be reviewed from the DOER website:

<http://www.doer.state.mn.us/stf-bltn/jobs2/classif.asp>



REALLOCATION/CHANGE IN CLASSIFICATION REQUEST

Employee	Current Classification
Division/Department	Proposed Classification

This request is for a (*check one*):

Reallocation Change in allocation

Employee Signature

Date

I am aware and fully support the pursuance of a reallocation/change in allocation of the above current classified position.

Signature of Supervisor

Date

Signature of appropriate Vice President

Date

Comments:

RETURN COMPLETED FORM TO THE HUMAN RESOURCES OFFICE WITH RELATED INFORMATION

For Human Resources Use Only

Date Received:

Initials: