



## Job Reclassification Request Form

### **Job Reclassification Process:**

Job reclassification occurs when an individual's job responsibilities have substantially changed. A manager can request a job reclassification review if he/she believes that the position has changed in depth, responsibility and/or accountability. The following steps outline the process:

1. Supervisor completes reclassification form (electronic copy available at <http://www.hr.armstrong.edu/HUMAN.HTM>) and attaches a copy of the existing job description with appropriate adjustments/mark ups.
2. Supervisor submits to his/her Vice President for review and approval.
3. Once approved, the form, current job description, and updated job description are submitted to the Director of Human Resources no later than **February 28**.
4. Once received, the Human Resource Director will review the reclassification request with comparable positions and look at possible internal equity issues. Interviews with employee and the supervisor may occur, along with physical observation of the work being done. *Substantial job changes will need to exist for reclassification of the position to occur.*
5. Once Human Resource Director gathers information and makes a preliminary recommendation, the job evaluation team will meet to review and to give additional input regarding the recommendation no later than **March 14**.
6. The Director of HR will then present final recommendation to the Vice President of Business and Finance for review, approval and/or decline by **March 28**.
7. The Director of HR will then advise employee's supervisor of the outcome of the reclassification request in writing.
8. If position is not reclassified, the process will be complete at this point.
9. If position is reclassified, Human Resources will update job description, complete Personnel Action Notice and notify the Budget Director of budgetary adjustment to be included in next fiscal budget. Supervisor will also include the budget adjustment increase when submitting annual salary recommendations.

**Please complete the following. Use additional paper if necessary.**

Today's Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Current Position Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

1. Overall, how has this position changed over the past year?
  
  
  
  
  
  
  
  
  
  
2. What types of additional responsibilities have been added to this position? (Quantity of work or length of service will not justify movement to a higher level. In order for a position to be reclassified, the employee

needs to be producing work that requires more independent thinking, judgement, etc.)

3. Name other positions on campus that you might compare this position with?
  
4. Has the employee received any certifications or education that allows them to take on a higher level of work or more responsibility and/or accountability? (Please note, education alone will not substantiate job reclassification)?
  
5. Is there any office equipment; programs or software that the employee is now required to use that demands a higher level of knowledge, skills and abilities?
  
6. Is there any other information we should be aware of that may help us better evaluate this position?

Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_  
(If applicable)

Date: \_\_\_\_\_

Vice President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**To Be Completed by Human Resources**

**Observation Conducted:** \_\_\_ Yes \_\_\_ No

**Observation Outcomes:**

**Human Resource Recommendation:**

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