

Reclassification Process

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Reclassification of an Existing Support Staff Position

▶ Definitions:

▶ **Reclassification:**

- ▶ the movement of a position from a current grade level to a different grade level.

▶ **Promotion:**

- ▶ The movement by an employee from a current grade level to a higher grade level.

Reclassifications continued.....

- ▶ At MSU, the “**WORK**” is what is classified, not the “person”.
- ▶ If the duties have not changed, merit increases may be considered to reward high performers.
- ▶ Lump sum, one-time bonuses could be considered as recognition.

Reclassifications continued....

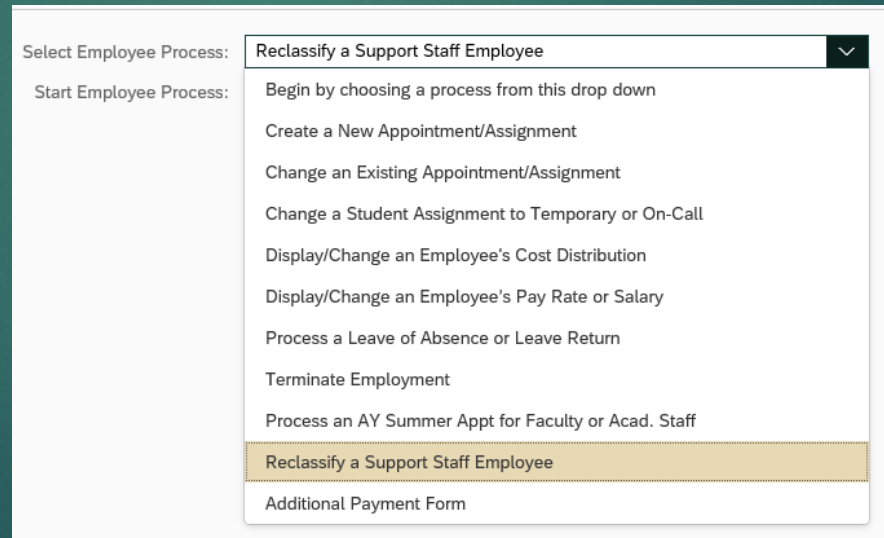
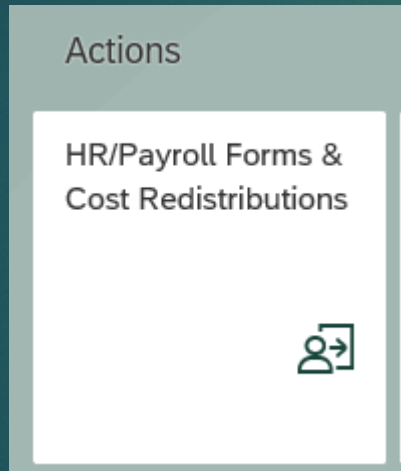
- ▶ Have the duties of the position significantly changed since the time of hire or last reclassification?
- ▶ If yes, do the new duties fall into a higher-level classification?
 - ▶ A higher “volume” of the same type of work that has always been done does not necessitate a reclassification to a higher-level position.
- ▶ If yes, have the new duties been successfully performed for a minimum of six months?
 - ▶ University requirement before a reclassification will be considered.
 - ▶ Review university classification specs to determine if a different title is more appropriate.

Other Considerations

- ▶ Can the department afford a higher salary if the position is reclassified?
- ▶ Will there be an impact to departmental goals or will a reclassification cause additional hiring needs?
 - ▶ For example, if lower-level duties are being removed and are replaced with higher-level duties, what will happen to the lower-level duties?

Reclassification Request Process

- ▶ Reclassification requests must be submitted in EBS through the HR/Payroll Forms & Cost Distributions tile in the Actions section of EBS. Choose “Reclassify a Support Staff Employee” from the drop-down menu:



Reclassification Request Form

- ▶ Complete the Reclassification Request Form completely. Include the following:
 - ▶ Desired Effective Date
 - ▶ Cannot be more than 30 days retroactive.
 - ▶ Cannot be retroactive if changing unions (should be future dated).
 - ▶ A concise position description, including detailed job responsibilities (attach to reclass request).
 - ▶ Percentage breakdown of duties/responsibilities (time spent during the course of a year – should total 100%).
 - ▶ No duties listed at less than 5%, or greater than 40%.
 - ▶ Letter of justification from the supervisor is highly recommended.
 - ▶ Include incumbent's name.
 - ▶ New desired salary/hourly rate.
 - ▶ Standard salary increase is 5% for a one-level increase, 10% for two levels or higher.
 - ▶ If requesting a higher amount than the standard increase, written justification, with approval from the dean of the college or authorized signer of the MAU, should be attached.