



University of Connecticut Health Center

POLICY NUMBER 2002-04

February 1, 2002

POLICY: RECLASSIFICATION OF FILLED POSITIONS

Policy Statement:

- Assistance with any *Reclassification Request* should be directed to the appropriate HR Officer.
- Reclassification of a position is warranted when *significant* changes in duties (not increased volume), collectively alter the level of complexity of the job components so that the existing classification is no longer appropriate.
- Reclassification of a position is based on the department/organization need as determined by the structure, function, budget, and the *duties required*.
- Criteria used in evaluating the appropriateness of a reclassification include but may not be limited to:
 - Purpose of the job classification
 - Use of the job classification
 - Knowledge and skill used to perform the duties
 - Scope of interpersonal contacts of the duties
 - Position independence
 - Responsibility for consequence of error
 - Supervisory responsibility
 - Scope of problem solving, decision-making responsibilities
 - Freedom to take action
 - Reporting relationship
 - % of time spent / duty
 - Qualifications of the proposed classification must be met
 - Classified employees: eligibility is dependent on completion of 6 months in their existing position
 - Creation of opportunities for career development
- Requests must be in compliance with the appropriate collective bargaining unit contracts (where applicable) and/or policy.
- Performance must be at least satisfactory
 - Classified employees – for non-competitive (without examination) reclassification, employees must have received a satisfactory performance rating on the two most recent consecutive performance evaluations.
 - Unclassified employees must have no recent documentation of unsatisfactory performance.
- Human Resources must review all *Reclassification Requests* that have been supported by the Senior Manager/Designee and Personnel Review Committee, for approval or denial.
- Compensation is determined by collective bargaining agreement for union positions and by Human Resources for non-bargaining unit positions.
- Commitment to employees may not be made until the department receives written notification from Human Resources.

PROCEDURE: Reclassification of Filled Positions

Procedure Statement:

Assistance with initiating any reclassification request should be directed to the assigned HR Officer.
(See attached *Reclassification Workflow* diagram)

Bargaining Unit Requests:

1. Bargaining unit *Reclassification Requests* must include the following completed documentation:
 - Reclassification Request Form
 - Duties Questionnaire
 - Organization chart
 - Current internal job description
 - Updated application/resume if necessary
 - Personnel Review Committee approval
2. Completed *Reclassification Requests* (as detailed above) must be submitted to the appropriate Human Resources Officer.
3. Human Resources Officer reviews request, consults with the Classification and Compensation Analyst, as necessary.
4. Further consultation, e.g., desk audit, with the department and or employee may be warranted.
5. Requests requiring additional review are referred to the Human Resources Reclassification Panel.
6. Human Resources Officer sends documentation of the determination to requesting department head/supervisor with copy to UHP if appropriate, and in the case of approvals, a copy to HRS for system input.
7. Effective date is in accordance with contractual specification.
8. Department communicates result to employee.
9. Human Resources consults with the employee in those instances where the reclassification impacts benefit options.

Non Bargaining Unit Requests:

1. Initial consultation with requesting Department Head, HR Officer and the Classification and Compensation Analyst must occur.
2. Non-Bargaining Unit *Reclassification Requests* require initial consultation with HR and include:
 - Review of Duties Questionnaire
 - Organization chart
 - Current job description
 - Other pertinent information
 - Personnel Review Committee approval
3. Review of documents as noted above.
4. Discussion of proposed departmental and position specific appropriate changes that may impact a reclassification.
5. Further consultation, as appropriate.
6. Continued collaboration with HR regarding options, e.g.: reclassification not warranted, HR (Classification/Compensation Analyst) assistance with design of the new job description if warranted, other.

7. Classification and Compensation Analyst communicates in writing, the final outcome, including effective date, compensation, title, to requesting department head, HR Officer, and in the case of approved reclassification, HRS for system input.
8. Department Head informs affected employee.

Key Points:

- Time frames as determined by bargaining unit contracts will be applied as appropriate.
- Reclassifications are for positions not individuals, and are not to be considered a mechanism for salary increases.
- Not all changes in duties will result in a reclassification.
- Increased volume of work alone is not sufficient justification for reclassification.
- Department heads/supervisors can request assistance from HR in identifying and removing duties to alleviate the need for the reclassification.
- The department is responsible for funding additional required compensation.
- Involuntary reclassification of a *filled* position to a lower level is not permitted.

Reference:

Collective Bargaining Agreements
DAS Letter #226, "Promotion by Reclassification" (10/99)
Reclassification Request Form
Duties Questionnaires
(Classified, Non Classified Bargaining Unit, Bargaining Unit Excluded)
Personnel Transaction Procedures
OJE Job Descriptions
Willis System
Managerial Classification/Compensation Plan

Joan D. Mazzone (signed)

2/1/02

Associate Vice President for Human Resources

Date

Peter Deckers, M.D. (signed)

2/2/02

Executive Vice President for Health Affairs

Date

Replaces: NEW POLICY

1/03/02

RECLASSIFICATION REQUEST

(Please review *Reclassification of Filled Positions Policy* before completing)

Employee Initiated

Supervisor Initiated

Employee Name: _____ Phone Ext: _____

Department/Division: _____

Non-Bargaining Unit Supervisor: _____ Phone Ext: _____

Current Classification: _____

Requested Reclassification: _____

Time in Current Position: _____

Dates: _____

Please note that you must attach a completed Duties Questionnaire to this request. On the questionnaire, please **ASTERISK** those duties/responsibilities that constitute a significant change to the position or the duties you perceive to be outside the scope of the current job classification.

Requestor's Signature: _____ Date: _____

Print Name: _____

SUPERVISOR RECOMMENDATION

RECOMMENDED

NOT RECOMMENDED

REMOVE THE DUTIES

COMMENTS: _____

Signature: _____ Date: _____

Print name & Title: _____

DEPARTMENT HEAD RECOMMENDATION

RECOMMENDED

NOT RECOMMENDED

REMOVE THE DUTIES

COMMENTS: _____

Signature: _____ Date: _____

Print name & Title: _____

DEAN'S OFFICE OR AVP RECOMMENDATION

RECOMMENDED

NOT RECOMMENDED

REMOVE THE DUTIES

COMMENTS: _____

Signature: _____ Date: _____

Print name & Title: _____

Please forward with all attachments to your Human Resources Officer