

## Position Authorization/Reclassification Process

### Purpose

This document describes the process for requesting a new position, filling a vacant position, or requesting a change to an existing position (such as, title changes, pay increase or decrease, interim assignment, FTE, classification or FLSA status change).

### General Guidelines

1. All requests shall include appropriate justification.
2. All requests must include a source of funding. (i.e. general fund, grant, etc.)
3. Classification changes should reflect a permanent and substantial change in job duties.
4. Title changes should more accurately reflect the nature of current work being performed.
5. When changing the job qualifications of a currently filled position, the current employee(s) must meet the new qualifications in the proposed job description.
6. A classification review may result in a higher or lower classification / pay recommendation.
7. Classification change must be for the role, and not for an incumbent.

### Procedure

The following steps outline the procedure for the position authorization process.

1. The academic chair or immediate supervisor (i.e. Associate Director, etc.) of the position initiates the request process by completing and submitting the following items to their area Vice President:
  - a. A complete Request for Position Authorization/Reclassification form, including written justification (Section 1: Position Information and 2: Justification).
  - b. Job description.
  - c. If change in Organizational Chart, submit a revised draft of chart.
  - d. The following are required for changes to existing positions only:
    - i. Current job description.
    - ii. A written summary of the change in job duties.
  - e. Complete sign off in Section 4: Approvals.
2. The unit leader (i.e. Director, Dean, etc.) will:
  - a. Review Request for Position Authorization/Reclassification form.
  - b. Review for budget impact.
  - c. Approve for submittal to Vice President by completing sign off in Section 4: Approvals.
  - d. Submit to appropriate Vice President.
3. The Vice President will:
  - a. Review Request for Position Authorization/Reclassification form.
  - b. Review for budget impact.
  - c. Approve or Deny request to submit to Vacancy Management Committee and sign off in Section 4: Approvals.
  - d. Submit to HR.
4. The Office of Human Resources will:
  - a. If denied by Vice President, HR will file.
  - b. If approved by Vice President HR will complete the following:
    - i. Ensure the packet is complete and that the written justification supports the request.
    - ii. Ensure the request does not result in complications in other areas.
    - iii. Determine any FLSA status impact.

- iv. Complete a CUPA review.
  - v. Ensure compliance with State and Federal law, and with collective bargaining agreements.
  - vi. Complete Human Resources Checklist in Section 3.
  - vii. Sign off Initial HR Review in Section 4: Approvals.
  - viii. Notify the immediate supervisor and area Vice President of the results of the review.
  - ix. Submit to the Vacancy Management Committee.
5. The Vacancy Management Committee (VMC) will:
- a. Be comprised of the VP of Finance, the Provost, and the Director of Human Resources, Risk and Safety.
  - b. Review position authorization/reclassification request.
  - c. Review the request for impact on budget.
  - d. Will make recommendation for approval/denial (Section 4: Approvals) and forward to President.
6. The President will:
- a. Review request and recommendation from Vacancy Management Committee.
  - b. Make final approval to post (Section 4: Approvals).
  - c. Submit to Human Resources.
7. Human Resources will:
- a. Review documents for completeness and appropriate approvals.
  - b. Notify parties of decisions.
    - i. Request Payroll Authorization form (if applicable).
  - c. Process the requested change.
    - i. Place position on People Admin (if applicable).

# Request for Position Authorization/Reclassification Form

**Section 1: Position Information**      Today's Date (required): \_\_\_\_\_

<b>Reason for Requested Change (select all that apply) (required)</b>			
<input type="checkbox"/> New Position	<input type="checkbox"/> Pay Increase	<input type="checkbox"/> Title Change/FLSA Status Change	
<input type="checkbox"/> Vacant Position	<input type="checkbox"/> Increase in Responsibilities	<input type="checkbox"/> Other:	
<b>Position Type (required)</b>			
Regular	Temporary		
<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		
<b>Duration</b>			
60 Days <small>*not to exceed 6 months (AP), 60 days (ESP)</small>	6 months	9 Months	12 Months      End Date:
<b>Immediate Supervisor Information</b>			
Supervisor's Name: (required)		Department or College/School: (required)	
<b>General Information</b>			
Department or College/School			
Current Job Title (job description) (required)			
Proposed Requested Job Title (if applicable)			
Current Salary or Hourly Rate (required)			
Hourly or Exempt (required)			
Proposed Salary or Hourly Rate (required)			
Proposed Date of Change or Start Date*			
Hours per Week			
Advertisement of Position: List Sites			
<b>Funding General Information</b>			
Current Funding Information for Position			
Proposed Funding (if changes anticipated)			
<b>Guideline for Supporting Documents (Attach and include as appropriate)</b>			
<input type="checkbox"/> Current Job Description (required, preferred in Word)		<input type="checkbox"/> Proposed Job Description	
<input type="checkbox"/> Organizational Chart (required)		<input type="checkbox"/> Summary Comparing Current and Proposed JD's	
<input type="checkbox"/> Wage Analysis (request CUPA review from HR, except ESP)		<input type="checkbox"/> Funding Analysis	
<input type="checkbox"/> Justification (Required)		<input type="checkbox"/> Other	

# Request for Position Authorization/Reclassification Form

## **Section 2: Justification**

### **Justification**

In the justification, please address the following: reasons for the requested change; benefits to the organization; cost/funding impact of the position; changes in the scope, nature, variety and complexity of the work performed' changes in supervision received or supervision exercises.

In the justification for all positions address how this position will help the unit fulfill its mission, and how the position request is linked to unit-level program review, program assessment, and the unit's goals relative to the strategic plan.

(Note: see HLC Criterion 5 - <https://www.hlcommission.org/Policies/criteria-and-core-components.html>)

In the justification for a new or revised academic position, please address enrollment and class sizes in the program; if applicable, specialized accreditation requirements in the program; if it is a new program; and how this position fits into the strategic direction of the program.

*Use this form for your justification or attach a separate document.*

# Request for Position Authorization/Reclassification Form

## **Section 3: Human Resource Checklist**

Human Resource Checklist	
<input type="checkbox"/> All necessary documents attached	<input type="checkbox"/> Minimum qualifications reviewed
<input type="checkbox"/> Wage analysis reviewed	<input type="checkbox"/> FLSA test reviewed
Comments	

## **Section 4: Approvals**

Routing and Review	Sign and Date
Immediate Supervisor	
Unit Leader Review	
Vice President Approval Submit to VMC: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Initial HR Review	
Vacancy Management Committee Review Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments	
President Final Approval <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
HR Final Review Post to People Admin. <input type="checkbox"/> Yes <input type="checkbox"/> No Posting #:	