

UMSL

**UNIVERSITY OF MISSOURI –
ST. LOUIS**

Manager/Supervisor

Human Resource Manual

POSITION

AUDIT/CLASSIFICATION

MANAGEMENT GUIDE

Position Audit/Classification – Management Guide

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Reclassification Process

The reclassification process is initiated with a Position Classification Questionnaire (found on the forms page of the HR website). This form must be initiated within the department by the affected employee's manager. The document must be filled out in full and sent for the proper approvals (through the appropriate Vice Chancellor or Provost). Human Resources will do the following once the completed/approved form is received.

1. Review the form to identify if the request meets the criteria to be considered for reclassification.
 - A. **Individual Requests for Reclassification will only be considered under the following criteria:**
 - An employee's job title and corresponding position description no longer fit the duties that he or she is performing.
 - The change in duties is significant, meaning the responsibilities of the employee are inherently different than those they were assigned on their first date of employment within their current title.
 - The change in duties are not what may be considered reasonable or within the spirit of the job title to which they are presently assigned.
 - The duties performed by the employee have been different as defined above for a period of time of at least 3 months.
 - The employee has been in their current title for a period of at least 12 months.
 - The changes in duties are permanent, and at no point is there intent for the employee to assume or continue in the primary responsibilities of the title to which they are seeking reclassification from.
 - The request is not related to leveling within a title family, for example: *Office Support Staff I to Office Support Staff II, Admissions Advisor to Sr. Admissions Advisor, System Administrator-Entry to System Administrator-Specialist*. Instances of leveling should be managed through the internal promotion/posting process as managed by the recruitment function of human resources.
 - The request is not related to a reorganization effort (five or more employees in a single department OR three-plus employees across multiple departments). Reorganizations that result in the reallocation of multiple positions and titles are exempted from review by the *Reclassification Review Committee (RRC)* and will be managed exclusively by human resources.
 - The request is not related to performance, market, or equity.
 - The request is not related to a diversity or affirmative action concern.
 - The Position Classification Questionnaire (PCQ) and Audit Request form are completed in full and contain all the necessary required approvals.

Reclassification requests that do not comply with all of the above outlined criteria will be dismissed without review. Reclassifications that meet the above criteria will be asked to participate an HR reclassification interview. Further, employees who participate in an HR reclassification interview will have their current role graded in the university's compensation grading system to obtain comparative data.

2. **Information obtained via the Position Classification Questionnaire, interview(s), grading, and other resources will be presented to the Reclassification Review Committee for consideration.**

Reclassification Review Committee (RRC)

Composition of the *Reclassification Review Committee*

The *Reclassification Review Committee (RRC)* is comprised of representatives from each of the university's divisions as selected by human resources and the division's leadership.

Reclassification Review Committee Process

The *RRC* will meet quarterly to review requests and make decisions regarding the approval of reclassification requests as it pertains to title changes.

- For requests that the committee recommends approval, human resources will complete a compensation review, followed by a recommendation memo to the department head with the recommended title and change in compensation. All approved requests for reclassification will go into effect the first day of the quarter following the recommendation.
- For requests that the committee denies approval, human resources will send a denial memo to the department head.

Justification for a reclassification request

A reclassification may be granted when an employee's job title and corresponding internal job description no longer fit the duties that he or she is performing. A request for a reclassification should be submitted only if the duties of the employee have changed significantly, have been different for a period of time, and the changes are permanent. Reclassification requests should not be submitted solely in order to promote an employee or provide an increase in compensation.

Note, reclassification recommendations (approvals and/or denials) will not be subject to appeal by the department. Further, a department cannot request another request for reclassification of the same employee for a period of at least six (6) months in the case of denials and fifteen (15) months in the case of approvals.

Reclassification Schedule/Timeline

The reclassifications process will take place each quarter as follows:

Reclassification Timeline		
Quarter	PCQ Received	RCC Meeting
Q1	8/15	3rd Week in September
Q2	11/15	3rd Week in December
Q3	2/15	3rd Week in March
Q4	5/15	3rd Week in June

Organizational Review

The organizational review process is initiated by the head of a unit or department. A request by email is sent to the Associate Vice Chancellor of Human Resources; an organizational review is different than reorganization in that it is an attempt to clarify reporting lines, clarity of titles, etc. without consideration of any compensation changes.

Reorganization

Guidelines

In an instance where requested by the head of a given division (Vice Chancellor), college (Dean) or unit (Director), the Provost or the Chancellor of the University, an examination of divisional reorganization may be completed by campus Human Resources (HR). Reviews of this nature pertain only to requests impacting an entire division or unit of the University and are not applicable to individual title or position changes.

If the request for a reorganization is a result of turnover within the unit, they changes must be requested within 30 days of the employee's last day of work. The effective date for all approved changes should be the same for all employees affected.

Criteria & Considerations

Upon HR review, if it is deemed that a reorganization request meets the below referenced criteria, the follow changes may take place outside the standard campus recruitment process. Three or more staff employees must be impacted.

- Title: Changes in duties that result in a change in title
- Reports to: Changes in reporting relationships as a result of changes in business practice, not as a result of an employee's resignation
- Lateral: Changes in title which do not change the grade of the job but significantly change the duties of the employee (requests for salary changes for a lateral move must be approved by the Provost or Vice Chancellor)
- Layoff: Elimination of a position that is no longer considered appropriate or necessary for operations
- Addition of Position: New positions that need to be added as a result of changes in business practice
- Combining of Positions: Merging two or more positions into one as a result of changes in business practice

As restructuring is often a result of redesigned business processes, the goals of any reorganization request should be to:

- Improve stakeholder satisfaction
- Improve efficiency and reduce redundancy
- Reduce cost and risk
- Realign responsibilities and reporting relationships to better achieve functional objectives
- Update organization due to changes in objectives, products, or services offered
- Increase revenue

The new processes should strive to develop improved information flow, decision-making and communication between roles as well as identify new authorities and accountabilities within the revised structure.

Although one of the consequences of reorganization may be that employees are promoted or terminated, reorganization may not be initiated for the sole purpose of promoting or terminating employees.

Process

The requesting division, college, or unit head should provide to HR a copy of the current organizational chart, the proposed organizational chart and a list of impacted employees for review. If the materials indicate all guideline criteria are met, structural reorganization may take place upon HR approval; reorganizations may not take place without the approval of the campus Chief HR Officer or their designee.

Once approved, the requesting division should complete electronic Personnel Action Forms (ePAFs) for each of the impacted employees. The form should clearly indicate any applicable changes made as appropriate. HR will process the ePAFs and make the applicable changes in the payroll and HRIS systems. Appropriate approval should be included in the attachments on the ePAF.

Position Number Management

Position numbers are unique identifiers within PeopleSoft that are associated with an individual position or headcount instance. Position numbers and their management are critical to the recruitment, budgeting, titling/compensation, and other key components of the university's HRIS system and processes. Departments in need of a position number or who find it necessary to modify an existing position number (please contact human resources for acceptable change reasons) must complete a Position Number Request form (found on the HR forms page).