

TO: All Supervisors

FROM: Jolynn Rogers, Director of Human Resources, Rights and Risk

DATE: August 23, 2004

SUBJECT: Reclassifications

The Human Resource Services Office receives requests from supervisors to review current administrative and civil service positions for potential reclassification and salary revision. Due to the fact that we have had situations when the Vice President/President was not aware of the management request and that these requests could have budgetary impact, we are implementing a Management Reclassification Procedure which includes a Job Description Template and a Management Reclassification Request Form. The procedure and forms are located on our division website at <http://www.ewu.edu/AdminGuide/HumRes/Forms.html>. No action will be taken by Human Resource Services on a management initiated request for an audit of a current position until these forms have been approved by all the appropriate levels as identified on the Management Reclassification Request Form.

This Management Reclassification Procedure is not to be confused with a civil service employee initiated audit request. As you are aware, an employee can request an audit of his/her position if the employee believes he/she has worked out of class for six months or more. The employee must complete a Position Classification Questionnaire Form which is located on our division website at <http://www.ewu.edu/AdminGuide/HumRes/Forms.html>. The employee submits the request to Human Resource Services for confirmation of the date of the request. The questionnaire is sent to the supervisor for review and comment and then forwarded to the second level authority for review and comment. The completed questionnaire is forwarded to Human Resource Services for processing. An audit of the position is conducted and a recommendation is made for the appropriate allocation.

The Vice Presidents and President have asked that I remind you that you are being directed to not work employees out of their current classification. Any change to your allocated budget must have approval by your Vice President/President. If you want to make changes to a budgeted position, you are to follow the Management Reclassification Procedure to confirm approval for the change and authorization for a budget revision.

If you want to add tasks to a position and are unsure whether the additional duties would result in reclassification or you have general questions regarding this email, please contact your assigned Human Resources Associate for assistance.

JR/cll

CC: Caren Lincoln
Lori Kory
Mark Schuller