Definitions

"Reclassification" is a change in the classification of a position resulting from a job audit by Human Resources where it is found that the duties and responsibilities of the position will be changed permanently, materially, and significantly. An employee must meet the minimum qualifications of the new classification in order to be reclassified.

Policy

Reclassification of vacant or occupied positions is appropriate when imminent restructuring of the position will occur as a result of management’s decision to change the objectives and nature of the work to be performed. This restructuring should create significant and permanent changes in the duties and responsibilities of the position. All such requests, with the funding identified for any resultant increases by the responsible administrator, must be submitted to Human Resources.

This policy exists to provide management with a vehicle for adjusting job classifications to meet the changing needs of the unit.

The Department Head shall determine whether the proposed changes in duties and responsibilities are significant, material, and permanent. When the Department Head has made such a
determination and has identified available reclassification funds, the position shall be considered for 
reclassification audit. The incumbent should not assume the new duties until funding has been 
identified and the position has been reclassified.

Department heads shall identify funding prior to submitting requests for position reclassification. 
Reclassifications and any resultant pay changes shall not be effected retroactively. Reclassifications 
approved by Human Resources may become effective as of the effective date shown on the 
reclassification letter from the Human Resources advisor. Normally, this is the beginning of the next 
pay period.

The salary of an employee who is hired or advanced to a higher pay grade through reclassification 
shall be established in accordance with Classified Staff Human Resources Policy 306.0 Pay Rates- 
Hire, Promotion, Reclassification, Regrade.

A Human Resources compensation consultant may approve a salary in exception to the above if the 
responsible administrator submits a written request that specifies the reason(s) for an exception and 
has identified the required funds.

Reclassification Appeal Procedure

If a department does not agree with the recommended reclassification of a position, the supervisor 
shall submit a letter to the Director of Human Resources Advising and Solutions or the Director of 
Human Resources at UAHS, through the Department Head, within three weeks of the effective date 
on the reclassification notice from Human Resources specifying the reasons why the classification is 
not appropriate and proposing a desired classification, referencing job descriptions for both the 
recommended and desired classifications.

The Director of Human Resources Advising and Solutions or the Director of Human Resources 
at UAHS shall review the letter, discuss it with the supervisor and, if necessary, the department 
head, and determine if the classification proposed by the department is more appropriate than the 
classification initially recommended. The Director of Human Resources Advising and Solutions or the 
Director of Human Resources at UAHS shall provide written notification and explanation of approval 
or denial of the alternative classification to the supervisor and department head.

If the department's proposed title is not approved by the Director of Human Resources Advising and 
Solutions or the Director of Human Resources at UAHS, a further appeal may be addressed to 
the Vice President of Human Resources and Institutional Effectiveness by the Department Head and 
should specify the reasons that the classification proposed by the department is appropriate. The 
Vice President & Chief Human Resources Officer shall determine which classification is most 
appropriate. The decision of the Vice President of Human Resources and Institutional 
Effectiveness is final and concludes the appeal process. The department should not delay 
implementation of the reclassification recommended by Human Resources pending the disposition of 
the appeal. If the appeal is successful, the department may implement the appealed classification 
retroactively to the same date as the initial reclassification.

Related Information*

Arizona Board of Regents Policy 6-402 [2]