

Reclassification of Classified Staff

Step 1 -Employee or supervisor contacts Human Resource Management to discuss reclassification of the incumbent's position. According to the New York State Department of Civil Service Division of Classification & Compensation, the following elements are **not** considered as reclassification factors:

- The employee has passed an examination for a higher position.
- The employee has reached the maximum of the salary grade.
- Unusual diligence or hard work.
- Volume of work produced by an employee.
- Qualification of the individual beyond the minimum required by the duties to be performed.
- Recruitment difficulty.
- Seniority.
- Financial need.
- Gender.
- Approaching retirement.

Step 2 - Human Resource Management will determine the employee's eligibility for promotion by reviewing civil service lists. Employees not eligible for promotion due to their rank on the controlling list will be so advised. If the employee is reachable, the incumbent or supervisor completes a job description detailing the current or proposed duties. A memo highlighting changes, which support reclassification, is provided. A current organization chart accompanies the request. This entire package is sent to Human Resource Management.

Step 3 - The Director of Human Resources will analyze the material submitted and as necessary, meet with the supervisor or incumbent to seek additional information.

- If a decision is made to reclassify the position, the Director of HRM will meet with the supervisor and the employee and explain the subsequent changes in the incumbent's status. A written notice requesting vice presidential approval may be sent to the appropriate vice president.
- If a decision is made **not** to reclassify, the decision and supporting logic are communicated to the department.
- Human Resource Management will forward the reclassification package to the Department of Classification & Compensation in Albany. HRM will receive the determination form Classification & Compensation and advise the employee and supervisor.