

## **Policy Title: Reclassifications**

**Impact:** Non-faculty, benefits eligible positions

**Responsibility:** Human Resources

**Effective Date:** 6/26/2002

**Revised Date:** 4/22/2020

**Reviewed Date:** 4/30/2023

**Relates to Procedure:** 3.02.33

**Legal Citation(s):**

---

### **I. Policy Narrative**

- A. NIC assigns all benefits-eligible employees an equitable pay grade based on the duties and responsibilities of each position. Organizational changes in a department or the college may significantly alter the processes, duties, or scope of a particular position and necessitate the reclassification of an existing position.
- B. Reclassification is the process by which an existing position is reviewed by HR for possible pay grade and/or FLSA exemption status changes. Reclassifications should be planned for and requested by managers in advance of assigning or permitting significant additional duties or responsibilities.
- C. It is the responsibility of managers to ensure that positions within their department are not allowed to significantly and permanently expand beyond the position's intended scope, as indicated in the official position description on file with HR.
- D. Managers will submit reclassification requests to HR for evaluation and approval. Requests may be initiated by an employee, supervisor or HR. Reclassification requests may not be submitted more frequently than once in any 24-month period.