

Position Reclassification Guidelines

FLSA & Salary Band Placement:

The Human Resources Office is responsible for determining placement of positions within salary bands and FLSA classifications. The Human Resources Office will apply and interpret the FLSA guidelines to determine if a position is classified as exempt or non-exempt. The Human Resources office will utilize the survey data and salary band definitions to determine band placement. Final placement within a salary band will be reviewed with the appropriate Division Head.

Job Titles:

Employees shall not be appointed to or placed in a job title that is not included within the College's organizational structure without prior approval by the President. Adjustments to any job title require approval by the appropriate Division Head and Human Resources, and when required President.

Position Reclassifications:

Positions will be considered for reclassification only when there has been significant change within the nature, skill set, knowledge or supervision required or exercised or increased responsibility for staff and resources has occurred. A change in the volume of work, longevity within a position, a change from a manual to automated process, or systems change are not justifications for position reclassifications. Position reclassifications in most cases coincide with the College's annual salary adjustments. A request for reclassification outside of the annual salary adjustment will be recognized as an exception.

Process Guidelines:

Reclassifications, like initial classifications, require the same level of review. Positions submitted for reclassifications must have Division Head approval prior to being submitted to Human Resources for review.

- Director/Supervisor must submit a completed reclassification form, with appropriate documentation to the appropriate Division Head for approval. (April 1st)
- Upon approval the form is submitted to Human Resources.
- The Human Resources Director, or designee, will review the reclassification form as well as salary survey data.
- If necessary, the Human Resources Director will review all data collected with the appropriate Division Head for approval. (May 15th)
- The Human Resources Director or designee will review all reclassification requests and recommendations with the President for final approval. (June 1st)

No Salary Adjustment after Reclassifications:

A position may be reclassified into a different salary band and a salary adjustment may not occur. This can result when the incumbent in the position is earning a salary that is market competitive for the reclassified position.

Salary Adjustment after Reclassifications:

Salary reclassifications will be effective with the College's general increases, with due consideration to the financial resources of the College. A salary adjustment for position reclassifications will not exceed 10% of the incumbent's salary, including any College wide general increase. Any exceptions to this 10% maximum rule need the approval of the both appropriate Division Head and the College President.