

## **Human Resources Internal Operating Procedures**

Procedure 6.9: Reclassifying Staff Positions

Volume 6

Managing Office: Office of Human Resources

Effective Date: May 29, 2012

Revised: March 22, 2022

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### **Purpose**

This procedure will document the process and guidelines to reclassify positions for staff employees when the position performs 60% or more job duties of the current defined assigned job description and also assume additional duties that are substantial different than the current job duties to warrant a change in classification.

### **Guidelines**

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- C. The Office of Human Resources (HR) will:
1. Review all material submitted in steps B
  2. Verify the employee meets the qualification of the new job.
  3. Grade the new position to determine the correct grade for the proposed new job description.
  4. Notify the immediate supervisor and all approving manager(s) of the results of the reclassification position audit.
  5. If there is a change in the position, HR will provide the immediate supervisor with:
    - a) A template letter to give to the employee
    - b) Guidelines on how to communicate the change to the employee
    - c) Guidelines on how to communicate the new expectations to the employee as it relates to the newly reclassified position.
  6. Upon approval, HR will update the employee's status in Banner.

**Alabama Agricultural and Mechanical University  
Office of Human Resources**

**Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762  
Phone: 256.372.5835 Fax: 256.372.4881**

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**Request and Justification for Reclassification Form**

duties that are 60% or more of the current defined job description AND performs job also assume additional duties that are substantial different than the current job duties . Please submit separate forms for each affected position. Return the approved form to the Director of Human Resources.

**Immediate Supervisor's General Information:**

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed Date of Modification: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
**(Must be at least 3 weeks from today's date)**

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Incumbent's General Information:**

Current or Previous Incumbent's Name: \_\_\_\_\_

ed Requested Job Description: \_\_\_\_\_

Proposed Salary: \_\_\_\_\_

**Funding General Information:**

Current Funding Information for Position: \_\_\_\_\_

If the results from the position reclassification audit increase the salary of the position, what funding source(s) will be used to offset the differences in salary? Please provide the funding sources (s):

\_\_\_\_\_

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**Approvals:**

Preparer: Signatures **MUST** occur in the following subsequent 1-2-3-4-5 order. After you have completed 7q6.6 (om2 40.8  
Approval Authority: 8.9sf029 (ce o) 2.917A) R

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