



DN (EXHIBIT)

ADMINISTRATIVE RECLASSIFICATION REQUEST

Employee Name/Position:	
Datatel ID Number:	
Department:	
Date:	
Employee's <u>Current</u> Position:	
Employee's <u>Current</u> Classification/Salary:	
Employee's <u>Requested</u> Position/Classification/Salary (proposed salary must be calculated by Human Resources):	
<u>Requested</u> Position Title (if applicable)	

Administrative Reclassification Request Justification (Additionally, please attach current and requested job descriptions)

Review Signatures

Administrator	Signature	Approval	Date
Dean		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
Vice President		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
Chief Human Resources Officer		<input type="checkbox"/> Reviewed/Verified	
President		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	

Reclassification Instructions:

1. Initiating administrator request from Human Resources a copy of the current job description.
2. Update job description to include proposed new title, duties and responsibilities performed.
3. Consult with the Chief Human Resources Officer on appropriate classification and salary calculation.
4. Initiating administrator completes and signs reclassification form. Appropriate Vice President completes and signs reclassification form.
5. Submit all documents to the Chief Human Resources Officer for review and verification.
6. Chief Human Resources Officer submits documents to the President for final approval.

Policy Reference

Per Policy DN (Local) - When there is a significant change in the functions, processes, or workload within a department, an administrator may request an administrative reclassification of a new position, a vacant position, or, under some circumstances an existing filled position if the person in the position meets the minimum qualifications for the new position.