Purpose:
Through organizational changes in the department or college or through the development of new processes, the duties or scope of a particular position may significantly and permanently change, or new positions may be created. It is the role of human resources to determine if the position fits into an existing classification or would be more appropriately placed in a new classification. Reclassification decisions are based on a comparison of the position's assigned duties to the available class specifications. Classification decisions are not based on an employee's job performance or abilities.

Reclassification requests may be made no more frequently than once in any 24-month period, unless they are based on permanent and substantial changes in job responsibilities.