

Policy

Policy 3.02.33
Effective Date 6/26/02

<p><i>(Impact Area - Dept Name)</i></p> <p>Category I: Vice Presidents and Assistant Vice Presidents (does not include the position of President).</p> <p>Category II: Employees, other than faculty, who are exempt from the FLSA.</p> <p>Category IV: Employees whose employment is initiated on a Letter of Understanding for at least ½ time or better for at least five consecutive months.</p> <p>Category VI: Employees whose positions are funded chiefly by a source outside of the general fund budget allocations, except for those positions assigned to Head Start, Aging and Adult Services, ABE/GED.</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Reclassifications</p>
<p>Relates to Procedure # 3.02.33</p>	<p>Author: Human Resources</p> <p>Supersedes Policy #</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

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.