

Procedure

Procedure 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,</p> <p>Exception: This procedure does not apply to employees whose positions are primarily granted funded.</p>	<p><i>(General Subject Area)</i></p>	<p><i>(Specific Subject Area)</i></p>
<p>Relates to Policy # 3.02.33 & 3.02.28 Compensation for Special Assignment</p>	<p>Author: Human Resources</p> <p>Supersedes Procedure 3.02.02 approved 2/17/98</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Procedure Narrative

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Requesting a Reclassification

When the duties of a position have changed substantially, a reclassification may be requested by the supervisor of the position, the department head, the vice president of that area, the president, the human resources director or the employee, once that person has held the position for at least one year, with the concurrence of the supervisor, department head and vice president.

Reclassification requests may be submitted to human resources at any time during the fiscal year. However, human resources may not process requests received from April 1 through June 30, until July 1, in order to facilitate the salary and budget planning

processes. The effective date of all reclassifications is the date human resources receives and deems the request complete.

Initial Review

In order to process the reclassification, the following criteria must be met:

1. A Reclassification Review Application must be completed by the employee and supervisor that accurately reflects the functions, duties, or responsibilities assigned or performed in the position since assignment to the current pay grade.
2. The supervisor, department head and vice-president of that area must all sign the request, confirming the accuracy of the information presented and their approval of the application.

If the application is not complete or does not have the concurring signatures, the reclassification process may be placed on hold to allow human resources to investigate the validity of the request. This investigation is expected to take no more than 30 working days from the date the request is received.

Once human resources deems the reclassification materials complete, they will acknowledge receipt of the complete request. If approved, the effective date of the reclassification is the date the request was received and deemed complete by human resources. This will be the date used for any resulting salary adjustment.

Job Classification and Evaluation

The position will be evaluated as follows, depending upon if it is a new or vacant position, or if an employee is currently in the position.

For new or vacant positions, a review is conducted by human resources as follows:

- Job analysis information is gathered from various sources including the Reclassification Review Application. Other sources of information may include review of the organizational structure and comparisons to similar positions, both on and off campus, and interviews conducted by a human resources representative with the supervisor and others knowledgeable about the position under review.
- A job description is prepared or updated.
- The college classification system may be used to measure job content, producing a classification. Salary grade will be determined based on current market data and the classification results.
- The initial outcome is expected to take no more than 30 working days from the date the request is received and deemed complete by human resources.

When the position is held by an employee, a review is processed in the following way:

- Job analysis information is gathered from various sources which may include a

review of the current job description and organization structure, comparisons to similar positions, both on and off campus, interviews with the supervisor and others knowledgeable about the position under review and a desk audit, which is an interview of the employee in the position and the supervisor, in addition to review of the reclassification application materials submitted.

- A job description is updated based upon the newly gathered information.
- The college classification system is used to measure job content, producing a classification. A salary grade will be determined based on current market data and the classification results.
- The initial outcome is expected to take no more than 30 working days from the date the request is received and deemed complete by human resources.

Once an outcome is determined, the human resources representative provides the supervisor, department head, vice president and the employee with written notification of the outcome. Any of these individuals may request a meeting with a human resources representative to ask questions regarding how the determination was made.

Appeals

If the parties requesting the reclassification disagree with the classification decisions by human resources, the employee, and/or the supervisor shall have the opportunity to take their concerns to the human resources director. Appeals must be made in writing to the human resources director within 20 working days of the date the outcome is given to the employee and supervisor.

The employee and supervisor shall have an opportunity to meet separately with the human resources director to provide further information either in person or in a written document. Discussion will focus on the changes in duties, accuracy and level of understanding of the job description, qualifications required for the position, and unique circumstances influencing the position.

The human resources director will then evaluate the position by measuring the job content using the college classification system and external market data to produce a salary grade. The determination of the human resources director will be made within 20 working days of the date of the appeal.

If the parties requesting the reclassification and the appeal do not feel the reclassification policy or procedure were applied correctly, they may initiate the college's Grievance Procedure #3.02.23.

When a Change Occurs

If the request for reclassification results in placement to a higher grade, the employee is placed in the new grade at the rate that provides at least a five percent increase from their current salary or placed at the base salary of the new range, whichever is higher. Placement in the new salary grade shall not go above the grade maximum. An

employee who separates from North Idaho College employment before the final outcome, for any reason, is not eligible for any pay increases associated with the reclassification.

Sometimes due to organizational changes, the value of a position to the college will result in a reclassification to a lower level position and grade. If the request for reclassification results in placement to a lower grade, the employee's position will be placed in the lower grade and the current salary will remain unchanged.

If the request for classification results in a grade or salary change, the employee's contract or letter of understanding will be reissued to reflect the new grade and salary.