

## 444-01 CLASSIFICATION—PROCEDURE

### 1. PURPOSE

The purpose of a classification program is to ensure positions are systematically and objectively classified. This procedure is applicable to all College positions except faculty positions.

### 2. PROCEDURE

#### 1. Annual Reclassification Requests

- a. Every spring supervisors may submit reclassification requests to Human Resources for positions they believe have significantly changed in scope of duties and responsibilities to include title changes and reorganizations. A reclassification request must be supported and approved by all the appropriate levels of supervision prior to Human Resources conducting a review. The approval signifies that there has been significant change in the employee's duties to warrant a reclassification. Human Resources will review all requests and conduct job audits to determine if a reclassification is warranted.
- b. Human Resources will meet with the supervisor prior to making a recommendation to the President so that he/she is able to provide any further information.
- c. Once the President accepts the recommendations from Human Resources all reclassifications will be final. The recommendations shall be presented to the District Governing Board for information purposes only and will become effective at the beginning of the new fiscal year.
- d. Once a position is reviewed it will not be reviewed again for another two years unless the position is part of a department reorganization.

#### 2. Reclassification to New or Vacant Positions

Classification of new or vacant positions will be approved through the budget process and funded on a fiscal year basis. Once a new position is funded or a position is vacated, the supervisor will complete a Personnel Requisition form and submit a job description to Human Resources to classify.

#### 3. Reclassification to a Higher Level

An employee who is reclassified to a higher salary range will be placed in the range according to whichever salary is the greater of one of the following:

- a. Initial placement into the new salary range, or
- b. An additional five percent of the current salary added to the current salary, or
- c. The current salary plus two percent added to any percentage increase that might be effective for the following fiscal year.

4. Reclassification to a Lower Level

Employees who are moved to a lower salary range through reclassification, except in the case of demotions, will be placed in the new lower salary range at the same salary rate they earned while previously in that lower range plus any salary adjustments that may have occurred.

In the event the employee did not serve time at the lower level then an initial salary placement will be conducted based on the salary placement procedures outlined in the operational procedures. However, the new salary cannot exceed the maximum of the salary range. The employee will also be entitled to any salary adjustments that may have occurred. Exceptions to this process may be made by the Human Resources Director for internal equity issues.

In the case of reclassifications to lower levels that have been caused by demotions, the previous salary will be reduced and will be placed at a range determined by the supervisor and Human Resources Director. Employees whose positions are reclassified to lower salary ranges through demotion are not eligible for the annual salary increase following the year in which the demotion occurs.

5. Reclassification to a Different Job at the Same Level

Employees who are reclassified to a different position but in the same salary range will maintain their current salary.

6. Reclassification within the Same Job and at the Same Level

A salary adjustment may be made within the current classification based on equity, market, or job growth within the classification.

**3. BACKGROUND**

1. Reference: none
2. Revision history: 04/1999, 03/24/2010 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 03/24/2010

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