

# COLLEGE OF MICRONESIA-FSM

## ADMINISTRATIVE PROCEDURE NO. 6025

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### Classification Policy

Date Adopted: 1 April 1993

Date Revised: 30 May 2015

Date Reviewed: 11 August 2017

References: Chapter 9, Human Resources Manual, August 30, 2017

### ***Key Terms You Need to Know for this Chapter***

- **Reclassify** – to change the salary grade and level of a position.
- **Job Description** – the established duties and requirements of a position.
- **Supervisory Responsibility** – management of subordinate (s) that may include training, hiring, evaluation, coaching, discipline, etc.
- **Organizational Chart** – an established chart of an office unit, department or college structure.
- **Supervisor’s Checklist Form** – the form used by supervisor to initiate changes to an existing full-time position.
- **Reorganization** – changes of size, purpose, responsibilities, or other structure of an existing office directly or indirectly as a result of other changes in the organization.
- **Transfer** – appointment of an employee to a different or new position in the department, campus or college-wide.
- **Redefinition of Duties** – additional duties taken from one position and added to another, or duties taken from one unit and added to another.

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<b>Frequently Asked Questions</b>	
✓ <b>What positions are eligible to be reclassified?</b>	✓ Management, professional, and classified positions.
✓ <b>What forms do I complete to reclassify my staff?</b>	<ul style="list-style-type: none"> <li>✓ Cover memorandum that summarizes the request and justifications</li> <li>✓ Copy of current position description</li> <li>✓ Draft copy of revised position description</li> <li>✓ Supervisor's checklist form</li> <li>✓ Office and/or department organizational chart (s).</li> </ul>
✓ <b>Where do I send my completed forms to reclassify my staff?</b>	✓ Your vice president first, HR Office second.
✓ <b>Who reviews my request to reclassify my staff?</b>	✓ Your vice president first, the director of human resources second.
✓ <b>Who approves my request for reclassification?</b>	✓ The president.
✓ <b>When and how do I know if my request is approved or disapproved?</b>	✓ Your supervisor will notify you and HRO will provide you a copy of the certified PA and revised position description when the processing is completed.
✓ <b>When I am approved to be reclassified, and when is my new salary placement effective?</b>	✓ 30 calendar days from the date HRO received the last document that completes the request packet.
✓ <b>My request to reclassify my staff was not approved, can I appeal the decision?</b>	✓ Yes, follow Board Policy No. 6021
✓ <b>Who is responsible for initiating the paper work for reclassification request?</b>	✓ Your supervisor
✓ <b>I want to change my job title, what forms do I need?</b>	<ul style="list-style-type: none"> <li>✓ A memorandum from your supervisor that explains and justifies the change.</li> <li>✓ A signature of your vice president who reviews and verifies request to be necessary and accurate.</li> </ul>
✓ <b>My job requirements have changed due to changes in my area of direct responsibility and/or skills required to perform my job. Who needs to know and what documents do I provide to them?</b>	<ul style="list-style-type: none"> <li>✓ Your supervisor and vice president both need to know and understand the changes.</li> <li>✓ In order to determine the next steps to take, the supervisor and vice president who must review the changes must receive from you the relevant documents that support the changes.</li> </ul>

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## Processing Reclassifications

The reclassification process is used by supervisors of non-teaching positions whose duties and responsibilities change over time. Reclassification might be appropriate in response to changes in responsibilities, authorities or resulting from organizational restructuring. Follow the steps below to complete the initial review of changes and forward necessary documents for review and approval.

**Table 9.1. Steps to Initiate Reclassification Review.**

Steps	Responsible Person	Required Documents
Step 1	immediate supervisor and employee	Review the current PD and develop a revised PD that reflects and highlights changes.
Step 2	campus dean (state campuses only)	Review proposed PD and justifications submitted by supervisor. Forward to VP only if you agree and certify request to be appropriate and sufficiently supported.
Step 3	vice president	Review request submitted, signed and forward to HRO only if you find request appropriate and complete.
Step 4	director of human resources	Review submitted documents for completion, appropriate salary placement, relevant and correct revised PD, assessment of requests and changes to other relevant positions in the system.
Step 5	president	Review of all documents, analysis, and approval.

## Supervisor's Guidelines for Developing a Position Description

The supervisor shall organize the duties from major to minor and use action verbs only. The job description must be clear, concise, complete, and accurate and it must include the following information.

### **Position Description**

- ✓ The purpose of the position.
- ✓ Major duties at 10% of the time over these specific time periods: annually, monthly, weekly and daily (if possible)). Use action verbs to describe duties (i.e. type, copy), avoid vague terms such as handle, assist etc.
- ✓ Definition of the authority or responsibility to make decisions.

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- ✓ Description of the impact of the decisions made by the employee.
- ✓ Description of supervisory responsibilities.
- ✓ Description of assignments received (from whom and in what form) and what kinds of directions are given. Description of work done independently and work to be reviewed by the supervisor.

### ***Supervisor Check List for Reclassification***

The immediate supervisor or department head must complete and submit a [Supervisor's Checklist Form](#) along with the job description. This checklist allows the supervisor to report significant changes to the position. That information is important for the reviewer in making a recommendation for reclassification. If the supervisor has a copy of the previous job description, he or she should attach it to the new job description.

### ***Organization***

The supervisor or department head shall submit an organization chart to reflect the department's structure and the position's relationship in the current organization.

### ***Cover Letter***

The supervisor shall submit a cover letter describing the request and referring to all attached documents for easy reference.

### ***Approval Process***

Once the Human Resources Office receives the request, the request will be reviewed and determined. A cover memorandum documenting the review and analysis of the request including a final determination and recommendation shall be submitted to the president.

### ***Effective Date***

The effective date for an approved reclassification request is one month following receipt of the completed request in the Human Resources Office. Employees reclassified are exempt from the probationary period.

See Board Policy 6025.