

## **RECLASSIFICATION OF A MERIT TO PROFESSIONAL AND SCIENTIFIC (P&S) POSITION**

A. **Purpose.** The University of Iowa classification system was established to meet the needs for employing staff with the appropriate mix of skills to meet the multiple missions of all University entities and to ensure that staff are appropriately and equitably recognized for their contributions. It is the responsibility of departments/administrative units to develop on-going plans for staffing. The department/administrative unit must consider unit requirements as they relate to the number of staff and classification allocation necessary to effectively operate the unit. This policy clarifies the process for seeking and conducting classification review for a filled position.

### **B. Policy**

(1) **Eligible employees.** All regular (non-temporary) Merit employees who have an appointment of 50 percent or greater and request to have their position reviewed using the Professional and Scientific (P&S) classification evaluation system are covered by this policy.

(2) **Criteria for reclassification approval.** When the duties, responsibilities, and authority of a position substantially differ from those established in the University's merit position description for the current classification, while also fulfilling a department/administrative unit's needs for a different classification, the position is eligible for consideration of reclassification to the professional and scientific (P&S) work category.

(3) **Procedures.** Any merit employee described above, supervisor, or department/administrative unit may initiate a classification review of a filled position. The initiator of the review should identify an appropriate target classification, in consultation with the department or collegiate/divisional human resources representative. If the department, college, or major administrative unit recommends a P&S classification that is different from that requested, the recommendation shall not be considered a denial of reclassification.

(4) **Process.**

#### **Step 1. Staff member or supervisor initiates request.**

The initiator submits a letter to department/administrative unit requesting review, detailing changes in responsibilities discussed with the incumbent at his or her most recent performance evaluation, and giving the date of that evaluation.

The following documents must be enclosed with the letter:

- a. P&S Position Description Questionnaire (PDQ)
- b. unit organizational chart
- c. position description in effect when the position was last classified

d. current performance appraisal instrument

If the position to be considered for reclassification is research related, the incumbent's curriculum vitae may be required.

**Step 2. Supervisor recommends approval or denial.**

**Step 3. Department recommends approval or denial**

**Step 4. Division/College recommends approval or denial**

If recommendation is approved, the documentation advances to the Office of the Senior Vice President for Finance and Operations (see Step 6).

If the recommendation is denied, written notification is provided to the staff member, supervisor, and department giving reasons for denial that are based on the position's current responsibilities and the needs of the department.

**Appeal.** Upon written notification of the denial, the initiator of the request has 15 calendar days to submit a written request for appeal to the Chair of the Division/College Review Committee (DCRC) or, if the division/college does not have a DCRC, then to the Chair of the University Review Committee (URC). The written request for appeal addresses why the staff member or supervisor believes the division/college decision to be incorrect. In the written request for appeal, the initiator may ask to meet with the DCRC or URC in person. Such a request shall be granted. If a written request for appeal is not submitted within the 15 calendar day period, the denial is final.

**Step 5. The Division/College Review Committee (DCRC) or the University Review Committee (URC) recommends approval or issues final denial.**

The individual originating the appeal will receive from the DCRC or URC the formal appeal decision giving specific reasons for upholding the denial or recommending the reclassification. Copies of this document will be forwarded to all parties involved in the original denial (staff member, supervisor, department, division, or college).

If the recommendation is approved, the documentation advances to the Office of the Senior Vice President for Finance and Operations (see Step 6). The DCRC or URC decision is included as part of the reclassification review materials.

If the recommendation is denied, written notification is provided to the staff member, supervisor, and department, giving reasons for denial that are based on the position's current responsibilities and the needs of the department. This denial is final.

**Step 6. Office of the Senior Vice President for Finance and Operations issues final approval or denial.**

(5) **Time frames.** After an individual initiates a request for a classification review, the department shall act on the request within 30 calendar days. The college/major administrative unit shall act on the request within 30 calendar days following receipt of the departmental recommendation. The Division/College Review Committee (DCRC) or University Review Committee (URC) shall make its decision within 30 calendar days of the Committee monthly meeting (refer to Review, below, for definitions of committees). The Office of the Senior Vice President for Finance and Operations shall issue a final decision within 45 calendar days following receipt of the college/major administrative unit or DCRC/URC recommendation for upgrade. Reviews may be initiated throughout the year and, if the classification is changed, shall be effective on the 1st day of the month following central administration approval. Failure to act within the prescribed time frame shall automatically move the request to the next administrative level unless, by mutual agreement, there is an extension of the deadline.

(6) **Staff feedback.** This policy provides for periodic feedback to the employee and department on the progress of a request. The cover sheet of the PDQ requires a signature of the department and college or major administrative unit with specific recommendations to approve or deny the request at each level. Upon completion of each review, a copy of the cover sheet shall be sent to the employee and department. All classification review requests shall be forwarded to the college/major administrative unit, even if the supervisor and/or department denies the request. Upon final denial of a classification review request, the staff member shall receive written notification of denial, the specific reasons for the denial, and a description of the appeal process.

(7) **Compensation upon reclassification.** Regardless of source of funds, unless there is substantial documentation for a lesser increase, such as internal equity, professional and scientific incumbents in positions that are reclassified will receive a salary increase of:

(a) If the position is reclassified to P&S grade 3, 4, or 5, the employee will receive a \$1,500 salary increase or 5%, whichever is greater.

(b) If the position is reclassified to P&S grade 6 or above, the employee will receive a \$2,000 salary increase or 5%, whichever is greater.

(c) On-call, standby, and callback pay will not be considered when determining the reclassification salary increase. Departments may petition for the consideration of overtime in determining compensation when it has been consistent over an extended period of time.

(d) Future merit step increases will not be considered when determining the reclassification salary increase.

(e) If a merit employee with permanent status and at least four years of service is reclassified to a P&S position that is eligible for career status, the employee will serve one year in probationary status before becoming eligible for career status. If a merit employee with less than four years of service is reclassified to a P&S position that is eligible for career status, the employee will be required to serve the full probationary period.

(f) Employees considering reclassification from a merit classification to a P&S classification are advised to compare the difference in the benefits provided to employees in these work categories.

If either the flat dollar amount or the percentage increase results in a salary below the first quartile, the unit also has the option of recommending a salary up to the first quartile. Such a recommendation will be accompanied by an equity analysis related to other individuals in the unit in the same classification.

If you would like to view additional information on this topic, please visit <http://www.uiowa.edu/hr/reclassinfo.html> or contact your HR Unit Representative.