

MSUE *Administrative Handbook*: Human Resources

SUBJECT: RECLASSIFICATION OF NON-ACADEMIC POSITIONS

POLICY: MSUE has a specific procedure for reclassifying Program Assistant/Associate/Instructor positions

APPLIES TO: MSUE Non-Academic positions noted above

PROVISIONS/RESTRICTIONS:

The procedure below is for requesting approval for the reclassification of regular (9 months or longer) MSUE program assistant, associate and/or instructor positions.

Position Reclassification: A staff member may make a request to her/his supervisor to have their position reviewed for possible reclassification; or a supervisor may feel that a particular employee's position duties/responsibilities have changed enough to warrant a review for possible reclassification.

1. After discussion with the Institute Director and the District Coordinator, the Supervising Educator contacts MSUE HR. [Reclassification request form](#) is then completed by the Supervising Educator.
2. Supervising Educator signs request and submits to District Coordinator for review and approval; the District Coordinator forwards the approved request to MSUE Human Resources for review and approval by Institute Accountant and Institute Director.
3. MSUE Human Resources submits electronic form in EBS
4. MSU Human Resources Compensation/Classification Office reviews request and returns its disposition decision to MSUE Human Resources.
5. MSUE Human Resources will notify all parties involved of the outcome.
6. District Support or Supervising Educator will provide written notification to employee of the decision.

DATE: June, 2011