

## FREQUENTLY ASKED QUESTIONS ON JOB RECLASSIFICATION

- 1) What is a job reclassification request?

A job reclassification request is an employee initiated request to change the job classification they are in. The current jobholder may feel they are performing duties not within the scope of their current job description and that a new job title (position) is warranted.

- 2) Why does the reclassification process take so long?

A job reclassification is a multi-step process which requires many levels of review and input, both at the college and at the DO. The paperwork begins with the jobholder, then goes to the supervisor, and then college Administration. The documentation needs to be sent to the college job evaluation representative and District HR well in advance of the monthly meeting for processing. Recommendations from the Job Evaluation Committee are forwarded to CEC for final approval. Once approved, District HR must send notifications to employees and update the HR system.

- 3) Can you appeal the reclassification decision?

All reclass decisions are final due to the extensive review and input performed on each request. The employee may re-submit another reclassification request after one year.

- 4) Where do you get the reclassification paperwork?

Forms are available on the HR website (<http://www.maricopa.edu/hrweb/wagesal>) or from their college job evaluation representative. The forms are formatted so answers to the job questionnaire can be typed on-line and then printed off to begin the supervisory approval process.

- 5) What if my position is downgraded?

On occasion a position may be evaluated and the committee recommends that it better matches a position at a lower grade level. These individuals would remain in their current position.

- 6) Why do MAT employees fill out different forms from other policy groups?

The MAT employee group went through a classification and compensation study by outside consultants. New job descriptions and reclassification forms were used based upon market comparisons. This is a different job evaluation system than the job evaluation system used by other employee groups.

- 7) What is the difference between a reassignment and a reclassification?

A reassignment is a change in position which is initiated by the college president/VC and administratively done per policy guidelines due to department restructuring or because the position needs an individual with a very specialized skill set. It may or may not be at the request of the employee. A reclassification is done at the request of the employee who feels he/she is significantly working out of the scope of their current position.

- 8) If I submit a reclassification request, what are the chances my request will be successful?

If your job duties are significantly different than the job title your position is currently classified in, and your documentation substantiates that, your position may be reclassified to a more suitable job title which better matches your current job duties.